

## Selected students list

**B**

**BPM\_CampusTeam** <BPM\_CampusTeam@infosys.com>

Thu, Apr 6,  
12:34 PM

to me, Umashankar\_N

from: **BPM\_CampusTeam** <BPM\_CampusTeam@infosys.com>

to: "ghatagesr@gmail.com" <ghatagesr@gmail.com>

cc: Umashankar\_N <Umashankar\_N@infosys.com>

date: Apr 6, 2023, 12:34 PM

subject: Selected students list

mailed- infosys.com

by:

signed- infosys.com

by:

Dear Placement officer,

Greetings from **INFOSYS!**

**Congratulations**, to the students who all are shortlisted for **INFOSYS BPM**. PFA the Selected students list from **Gopala Krishna Gokale** College.

**Thanks & regards,**

**Infosys BPM Ltd.**

**Campus Recruitment Team**

**One attachment** • Scanned by Gmail

Sl. No.	First Name	Last name	DOB	Personal Email ID
1	SHRUTI	MANE	9/26/2002	maneshruti2609@gmail.com
2	Neha	Mane	12/20/2002	nehamane798@gmail.com
3	Divya	Jadhav	4/8/2002	divyaajadhav48@gmail.com
4	Shreyash	Ingavale	4/2/2001	shreyashingavale0204@gmail.com
5	Safiya	Mulani	10/21/2002	safiyamulani2110@gmail.com
6	Pratik	Sapate	4/24/2002	pratiksapate1535@gmail.com
7	Harshvardhan	Pawar	10/29/2002	harshpawar2915@gmail.com
8	Saniya	Tamboli	3/30/2002	saniyatamboli8700@gmail.com
9	Viraj	Patil	10/6/2002	viraj.patil2808@gmail.com
10	Asad	Tamboli	11/12/2001	tamboliasad12@gmail.com
11	Shreyash	Patil	8/14/2002	shreyashpatil810@gmail.com
12	Shravani	Shingan	8/26/2002	shravanishingan4272@gmail.com
13	Abhijit	Gaikwad	3/31/2002	abhijeetgaikwad773@gmail.com
14	Mayuri	Chavan	6/24/2003	mayuric531@gmail.com
15	Rohit	Patil	6/8/2002	rohitspatil5005@gmail.com
16	Sarthak	Chavan	10/24/2001	sarthakc083@gmail.com
17	Manasi	Hingane	10/23/2002	hinganemanasi@gmail.com
18	Neha	Kamale	5/21/2002	nehakamle17@gmail.com
19	Nirmayee	Karvekar	1/27/2003	nirmayeephadke9@gmail.com
20	Rajiya	Mulani	4/30/1996	rajiya.mulani1757@gmail.com
21	Sumit	Nikam	12/27/2001	sumitnikam2701@gmail.com
22	Ashish	Patil	5/20/2001	Ashishpatil9312@gmail.com
23	Manisha	Bhirdikar	6/16/2002	manisha.b.1603@gmail.com
24	Sejal	Samangadkar	5/3/2002	sejalsamangadkar@gmail.com
25	Pranali	Shitole	9/9/2002	princesspranali09@gmail.com
27	Hetal	Pateldholu	1/1/2002	hetaldholu2002@gmail.com
28	Bhavana	Jadhav	5/2/2003	bhavanajadhav2003@gmail.com
29	Fajal	Inamdar	7/16/2003	fazalinamdar17@gmail.com
30	Shreya	Patil	11/27/2002	patilshreya4444@gmail.com
31	Prajakta	Wardhamane	11/8/2002	wardhamaneprajakta08@gmail.com
32	Nikita	Kumbhar	6/4/2002	kumbharnikita61@gmail.com
33	Nilesh	Mudgal	7/9/2002	mudgalnilesh9@gmail.com
34	Prathamesh	Lohar	8/7/2001	prathmeshlohar222@gmail.com
35	Sourabh	Badakar	5/4/2001	sourabhbadaakar01@gmail.com
36	Priyanka	Ghatage	5/25/2003	ghatagepriyanka4@gmail.com
37	Abhishek	Patil	7/14/2002	abhishepatil37105@gmail.com
38	Prerana	Ganap	11/9/2002	pcganap@gmail.com
39	Atharva	Phadatare	11/22/2002	phadatareatharva22@gmail.com
40	Velankini	Vardhamane	12/18/2002	velankinivardhamane@gmail.com
41	SHUBHAM	DISALE	1/17/2000	Disaleshubham62@gmail.com
42	Ritesh	Kapshe	3/24/2000	riteshkapshe1212@gmail.com
43	Siddhesh	Ghodake	1/14/2003	siddhesh7651674@gmail.com
44	ASIM	SHAIKH	8/6/2002	asimashaikh06@gmail.com
45	Sakshi	Kesarkar	11/18/2002	kesarkarsakshi138@gmail.com
46	Snehal	Jadhav	11/6/2001	snehaljadhav@5078gmail.com
47	Gouri	Tandale	1/21/2002	gouritandale21@gmail.com

48	Sakshi	Admuthe	10/28/2001	sakshiadmuthe009@gmail.com
49	Raj	More	10/6/2002	rajmore5328@gmail.com
50	Umayya	Bijali	9/20/2001	umayyabijali0434@gmail.com
51	Ankita	Purohit	1/11/2003	ankitapurohit1103@gmail.com
52	Sweta	Kesti	7/26/2000	kestikalyani732g@gmail.com
53	Ketaki	Awate	5/16/2002	ketakiawate1605@gmail.com
54	Shivani	Gawade	5/14/2002	shivanigawade2002@gmail.com
56	Sakshi	Nersekhar	4/9/2002	sakshinersekhar@gmail.com
57	Vishwambhar	Mane	10/5/2000	vishwambharmane510@gmail.com
58	nihar	Ketkale	4/28/2002	niharketkale@gmail.com
59	suyesh	Deshpande	14/02/2002	suyashdeshpande45@gmail.com
60	ashwini	Purohit	3/4/2003	aayshupurohit@gmail.com
61	Sandhya	Katkar	5/27/2002	sandhyaskatkar1010@gmail.com
62	Omkar	Hval	30/11/2002	<a href="mailto:Deepakhaval2@gmail.com">Deepakhaval2@gmail.com</a>
63	Akansha	Kagwade	8/21/2002	kagwadeashok@gmail.com
64	Pranuti	patil	5/10/2002	patilpranoti305@gmail.com

Ms. Bhagyashri Misal  
At. Devthane,  
Po. Majgaon ,Tal. Panhala,  
Kolhapur-1111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Bhagyashri,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Bhagyashri Misal</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: 04-08-2022  _____ Sign your name Umashankar N  _____ Print your name 926577      HRD  _____ Emp No.      Dept. Name	Candidate:  Date: _____, 20_____  _____ Sign your name Bhagyashri Misal  _____ Print your name	SAP data provided by:  Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name	SAP data updated by:  Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name
---	---	--	---

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005011905

August 4, 2022

Ms. Ishita Ayarekar  
404B ward  
mangalwar peth  
Kolhapur-416012  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Ishita,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Ishita Ayarekar</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Ishita Ayarekar</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	---	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.



### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005012262

August 3, 2022

Ms. Sonali Patil  
Plot No. 70, 4th Bus Stop  
Phulewadi  
Kolhapur-416010  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Sonali,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Sonali Patil</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>03-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Sonali Patil</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	--	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005012463

August 4, 2022

Ms. Shivani Patil  
A/P Varanage - Padali,  
Tal- karaveer,  
Kolhapur-111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Shivani,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Shivani Patil</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Shivani Patil</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	---	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.



### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

Ms. SHIVANI VITTHAL JAGADALE  
At post bidal  
satara  
Satara-415508  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear SHIVANI,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. SHIVANI VITTHAL JAGADALE</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name SHIVANI VITTHAL JAGADALE</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	--	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005011892

August 4, 2022

Ms. NAMRATA SANTOSH JAGADALE  
At post bidal tel  
satara  
Satara-415508  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear NAMRATA,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



## APPENDIX 1

COMPENSATION DETAILS	
<b>Name</b>	<b>Ms. NAMRATA SANTOSH JAGADALE</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
Fixed Components	Amount in INR per month
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
Statutory Components	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: 04-08-2022  _____ Sign your name Umashankar N  _____ Print your name 926577      HRD  _____ Emp No.      Dept. Name	Candidate: Date: _____, 20_____  _____ Sign your name NAMRATA SANTOSH JAGADALE  _____ Print your name	SAP data provided by: Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name	SAP data updated by: Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name
---	---	--	---

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.



### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005011659

August 4, 2022

Ms. Gayatri Chavan  
Chavan lane,  
Shiroli ,pulachi  
Maharashtra-111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Gayatri,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Gayatri Chavan</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Gayatri Chavan</p> <hr/> <p>Print your name</p>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	--	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

**APPENDIX 3**

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1005011659

August 4, 2022

Ms. Gayatri Chavan  
Chavan lane,  
Shiroli ,pulachi  
Maharashtra-111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Gayatri,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Process Executive        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Gayatri Chavan</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Gayatri Chavan</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	--	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.



### APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

HRD/InfosysBPM/1003341436

August 4, 2022

Ms. Yogita Patil  
At post padali  
Tal-hatkanangale  
Kolhapur-11111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Yogita,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                            |
|---------------------------|----------------------------|
| a) Role                   | : Process Executive        |
| b) Role designation       | : Junior Accountant        |
| c) Job Level              | : 2B                       |
| d) Date of Joining        | : 10-August-2022           |
| e) Location of posting    | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/-               |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Yogita Patil</b>
<b>Role Designation</b>	<b>Junior Accountant</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>10-August-2022</b>
<b>Location of Posting</b>	<b>PUNE, MAHARASHTRA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
<b>Gross Salary per month - Sub Total 1+2</b>	<b>17,939</b>
<b>Total Annual CTC</b>	<b>215,268</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>04-08-2022</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Yogita Patil</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	--	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

**REWARDS AND BENEFITS ANNEXURE- LEVEL 2/LEVEL 3**

This document will guide you through the rewards and benefits that you are entitled to as an employee. For full details, please refer to the policies in the company Intranet (Panorama). In case you need clarification on any of the points mentioned below, please get in touch with your recruiter.

**LONG TERM BENEFITS**

**1) Health Insurance Policy (HIP)**

This policy provides Cashless Hospitalization benefit to you and your dependents who are covered. This scheme covers a maximum of four family members including yourself. You are automatically covered under the scheme but should necessarily nominate immediate family first, in order mentioned below:

- Spouse
- Dependent children - Unmarried children below 22 years with no income

The total Health Insurance coverage is Rs.400,000 per family of 4 members (Standard Plan).

**2) Life Insurance and Accident Insurance Coverage**

Infosys BPM provides Life Insurance and Accident Insurance Coverage to all its employees at a cost effective rate. You will be covered under the scheme and the insurance premium will be deducted from your salary on a monthly basis. The coverage figures are as mentioned below.

<b>Total cover as per coverage</b>			
Employee's Deposit Linked Insurance (EDLI)	Accident Insurance	Life Insurance	Total Cover
4,00,000	30,00,000	28,00,000	62,00,000

**3) Gratuity**

Gratuity is payable for continuous and meritorious service to the company. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

**4) Variable Pay**

Level 3 employees are entitled to Variable Pay as per the Variable Pay Plan. The payout of Variable Pay is based on individual and company performance. It is paid out quarterly based on last performance appraisal ratings and prorated to the time the individual has spent in the Company.



## LOANS AND ADVANCES

### 1) Personal Loan

- This is an interest free loan extended to employees to meet personal needs.
- Eligibility - Up to a maximum of 3 months Basic and Dearness Allowance.
- The loan can be taken only on confirmation and completion of 1 year of employment with the Organization and completion of bond formalities(whenever applicable).
- The interest differential on such a loan is considered part of the taxable income of the employee as per the Income Tax rules of India.

### 2) Salary Advance

- This benefit is extended to employees to meet their immediate personal requirements.
- Eligibility - Up to a maximum of 1 month's Fixed Salary. (Fixed salary is defined in the policy).
- All employees who have received one month's salary are eligible for this loan.

### 3) Medical Emergency Advance

- Medical Emergency Advance is given to employees to assist in medical emergencies.
- Eligibility - Up to a maximum of 3 month's Fixed Salary (Fixed Salary is defined in the Policy).
- It is applicable on confirmation.
- An emergency situation is as defined below-
  - 1) Emergency Medical treatment for family members (spouse, dependant parents/children).
  - 2) Death / Bereavement in the family.
  - 3) Sudden Hospitalization of the employee or dependents due to Accident.

## REIMBURSEMENTS

### 1) New Hire Relocation Policy

- Under this policy, expenses towards relocating to place of posting are reimbursed.
  - Entitlements : Maximum of Rs 2,000/-
  - Costs reimbursed :
    - Travel cost by the shortest route from the current location to the Infosys BPM location (maximum to the extent eligible under travel policy) if the employee directly joins at the Infosys BPM location.
    - Travel cost by the shortest route by 3AC Train or bus from Mysore to the place of posting if the employee joins at ILI, Mysore and then relocates to the place of final posting.
    - Accommodation provided by the company at the location of final posting for one week.
- Costs incurred directly by the Company on above will be adjusted from the entitlement.
- The relocation expenses should be submitted for reimbursement within a maximum of 90 days from the date of joining of the employee.
  - Reimbursement for the above expenses will be only for vouchers over and above Rs.1000 up to the limits defined above.

*For employees joining at ILI Mysore, training accommodation will be provided for the duration at a predetermined rate which will be deducted from salary.*

## **CAREER BENEFITS**

### **1) Higher Education Program(HEP)**

The **HEP** program of the company gives you an opportunity to address your career aspirations by offering opportunities for higher education. You can upgrade your skills and competencies through selected channels. The company encourages and facilitates this process through ongoing addition of courses and reimbursement of portion of fees.

Please refer to the policy for details on courses and Universities covered and also on the extent of reimbursements.

### **2) Internal Job Posting(IJP)**

Infosys BPM gives opportunities to all its employees for development and career advancement vertically and laterally, through promotion/progression and lateral movements. You can apply for an IJP provided you meet the eligibility requirements as specified in the IJP policy prevalent at that time.

**Note:** All benefits listed above are subject to the terms and conditions laid out in the respective policy.

All policies are subject to amendment at the discretion of the company and would be effective from the date of amendment specified in the policy.



Shikshan Prasarak Mandal's  
**GOPAL KRISHNA GOKHALE COLLEGE,**  
**KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. R.B.Bhuyekar**  
**M.A., M. Phil., Ph.D.(HIndi)**

Ref. No.GKG/ /2023-2024

Date – 21/04/2023

To,  
**Sandeep Singh**  
**Executive (Verifications)**  
**AMS Inform Pvt. Ltd.**  
**ASSOTECH BUSINESS CRESTERRA,**  
**Unit No. 1111-1117 Tower # 1Plot 22,**  
**Sector 135, Uttar Pradesh**  
**India**

**Sub :- Verification of Education Information**

**Ref :- Your By Mail dt. 03 April, 2023**

Dear Sir / Madam,

With reference to your **By Mail dt. 03 April, 2023** the Education Information of **Sachin Vilasrao More** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Sachin Vilasrao More	<b>More Sachin Vilasrao</b>
Course Name	Bachelor of Arts	<b>Bachelor of Arts</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Roll Number/ Reg. No./Enrollment number/ Seat No.	14860 30198	<b>B.A.III Year Seat No.30198</b>
Year of Passing/ End Date	1990 1991	<b>April 1991</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. R.B.Bhuyekar**  
**M.A., M. Phil., Ph.D.(HIndi)**

Ref. No.GKG/ /2022-2023

Date - 25/02/2023

To,  
**Sandeep Singh**  
**Executive (Verifications)**  
**AMS Inform Pvt. Ltd.**  
**ASSOTECH BUSINESS CRESTERRA,**  
**Unit No. 1111-1117 Tower # 1Plot 22,**  
**Sector 135, Uttar Pradesh**  
**India**

**Sub :- Verification of Education Information**

**Ref :- Your By Mail dt. 25 February, 2023**

Dear Sir / Madam,

With reference to your **By Mail dt. 25 February, 2023** the Education Information of **Sachin Vilasrao More** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Sachin Vilasrao More	<b>More Sachin Vilasrao</b>
Course Name	Bachelor of Arts	<b>Bachelor of Arts</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Roll Number/ Reg. No./Enrollment number/ Seat No.	14860	<b>Seat No.14860</b>
Year of Passing/ End Date	1990	<b>April /May 1990</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3

Phone No- (0231) 2642540 /2642340

NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 24/02/2023

To,  
**Mohini Chilap**  
**Associate Consultant**  
**KPMG Assurance and Consulting Services LLP**  
**3<sup>rd</sup> Floor, Building No. 7, Commerzone,**  
**Samrat Ashok Path, Off Airport Road,**  
**Yerwada,**  
**Pune – 411006.**

**Sub :- Verification of Education Information**

**Ref :- Your By Mail dt. 20 February, 2023**

Dear Sir / Madam,

With reference to your **By Post dt. 20 February, 2023** the Education Information of **Chougule Rohan Prabhakar** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Chougule Rohan Prabhakar	<b>Chougule Rohan Prabhakar</b>
Course Name	Bachelor of Science	<b>Bachelor of Science</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Roll Number/ Reg. No./Enrollment number/ Seat No.	2014015500504532	<b>PRN No.2013015500567562</b>
Year of Passing/ End Date	2016	<b>March - 2016</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**





**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3

Phone No- (0231) 2642540 /2642340

NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 22/02/2023

To,

**Sunny Kumar EDU**

**Mob- 8766351537**

**Background Verification Team**

**Securitas India**

**E-Mail: [Education.verification@securitas-india.com](mailto:Education.verification@securitas-india.com)**

**Sub :- Verification of Education Information**

**Ref :- Your By E-Mail dt. 17 February, 2023**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 17 February, 2023** the Education Information of **Mali Snehal Subhash** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Mali Snehal Subhash	<b>Mali Snehal Subhash</b>
Course Name	Bachelor of Science	<b>Bachelor of Science</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Roll Number/ Reg. No./Enrollment number/ Seat No.	Roll No.2014015500504532	<b>PRN No.2014015500504532</b>
Year of Passing/ End Date	2017	<b>March - 2017</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 22/02/2023

To,  
**Karuna Jadhav,**  
**Analyst**  
**KPMG Assurance and Consulting Services LLP**  
**3<sup>rd</sup> Floor, Building No.7, Commerzone,**  
**Samrat Ashok Path, Off Airport Road, Yerwada.**  
**Pune – 411006.**

**Sub :- Verification of Education Information**

**Ref :- Your By E-Mail dt. 22 February, 2023**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 22 February, 2023** the Education Information of **Salokhe Vijay Mohan** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Salokhe Vijay Mohan	<b>Salokhe Vijay Mohan</b>
Father Name	Mohan Dinkar Salokhe	<b>Mohan Salokhe</b>
Date of Birth	16/10/1991	<b>16/10/1991</b>
Course Name	Bachelor of Commerce (B.Com.)	Bachelor of Commerce B.Com.
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Roll Number/ Reg. No./Enrollment number/ Seat No.	7735/PRN.1004145672	<b>Seat No.7735 PRN.1004145672 2009015500176393</b>
Year of Passing/ End Date	2012	<b>March - 2012</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
M. Sc. B.Ed.

**I/c Prin. Dr. P. K. PATIL**  
M.A., M. Phil., Ph.D.

Ref. No.GKG/ /2022-2023

Date – 31/01/2023

To,  
Wipno Business Solutions  
56, Wakilganj Chowk, Gouri Bazar,  
Deoria,  
Uttar Pradesh – 274202

**Sub :- Verification of Education Information**

**Ref :- Your By E-Mail dt. 28 January, 2023**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 28 January, 2023** the Education Information of **Trupti Ashok Thorat** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Trupti Ashok Thorat	<b>Trupti Ashok Thorat</b>
Course Name	Bachelor of Science	Bachelor of Science
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Registration Number /Roll No. / Seat No	2012015500595874	<b>PRN No. 2012015500595874</b>
Year of Passing/ End Date	2015	<b>March - 2015</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 13/01/2023

To,  
**Shivali Singh,**  
Analyst | Forensic-PEBC,  
KPMG Assurance and Consulting Services LLP  
3rd Floor, Building No. 7, Cumbersome,  
Samrat Ashok Path, Off Airport Road,  
Yerawada,  
Pune – 411006

**Sub :- Verification of Education Information**

**Ref :- Your By E-Mail dt. 30 January, 2023**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 30 January, 2023** the Education Information of **Akshay Sunil Varadkar** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Akshay Varadkar	<b>Akshay Sunil Varadkar</b>
Father's Name	Sunil	<b>Sunil</b>
Date of Birth	14/01/1995	<b>14/01/1995</b>
Qualification with specialization	Bachelor of Science (B.Sc.)	Bachelor of Science (B.Sc.) Zoology
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Registration Number /Roll No. / Seat No	2013015500561654	<b>PRN No.2013015500561654</b>
Year of Passing/ End Date	2016	<b>March - 2016</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**





Shikshan Prasarak Mandal's  
**GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
M. Sc. B.Ed.

**I/c Prin. Dr. P. K. PATIL**  
M.A., M. Phil., Ph.D.

Ref. No.GKG/ /2022-2023

Date – 13/01/2023

To,  
Verification Executive\  
Priyanka B P –  
Global Screening Services (Bangalore) Pvt. Ltd.  
Bangalore.

**Sub :- Verification of Education Information**

**Ref :- Your By Letter dt. 06 January, 2022**

Dear Sir / Madam,

With reference to your **By Letter dt. 06 January, 2022** the Education Information of **Patil Akshay Ashok** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Patil Akshay Ashok	<b>Patil Akshay Ashok</b>
Degree Name	Master of Science in Geology	<b>Master of Science in Geology</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University, Kolhapur	<b>Shivaji University, Kolhapur</b>
Registration Number /Roll No. / Seat No	2017024000	<b>PRN No.2017024000</b>
Year of Passing/ End Date	2019	<b>March - 2019</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 18/11/2022

To,  
Rachana Jadhav,  
Trainee Associate  
Integrity Verification  
Services.

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 18 November 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 18 November 2022** the Education Information of **Sumit Umesh Shirke** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Sumit Umesh Shirke	<b>Sumit Umesh Shirke</b>
Degree Name	Bachelor Of Commerce	<b>Bachelor Of Commerce</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University	<b>Shivaji University, Kolhapur</b>
Registration Number /Roll No. / Seat No	44132	<b>Seat No. 44132</b>
Reg. Num	2010015500846786	<b>PRN. No. 2010015500846786</b>
Year of Passing/ End Date	2013	<b>April - 2013</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



Shikshan Prasarak Mandal's  
**GOPAL KRISHNA GOKHALE COLLEGE,**  
**KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 02/11/2022

To,  
Karuna Jadhav,  
KPMG Assurance and Consulting Services LLP  
3<sup>rd</sup> Floor, Building No.7, Commerzone,  
Samrath Ashok Path, Off Airport Road,  
Yerwada,  
Pune - 411006

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 01 November 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 01 November 2022** the Education Information of **Amogh Balasaheb Desai** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Amogh Balasaheb Desai	<b>Amogh Balasaheb Desai</b>
Father's Name	Balasaheb	<b>Balasaheb</b>
Date of Birth	15/05/1990	<b>15/05/1990</b>
Degree Name	Bachelor Of Science (B.Sc.),Computer	<b>Bachelor Of Science (B.Sc.),Computer</b>
College Name	Gopal Krishna Gokhale College, Kolhapur	<b>Gopal Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University	<b>Shivaji University, Kolhapur</b>
Registration Number /Roll No. / Seat No	134	<b>134 Seat No. Sem I</b>
Year of Passing/ End Date	2014	<b>April - 2014</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3

Phone No- (0231) 2642540 /2642340

NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com g260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 24/09/2022

To,  
**Principal,**  
**Maharashtra Academy of**  
**Naval Education & Training (Manet)**  
**Pune,**  
**India.**

**Sub :- Verification of Education Information**

**Ref :- Your Letter By Hand dt. 24 September 2022**

Dear Sir / Madam,

With reference to your Letter **By Hand dt. 24 September 2022** the Education Information of **GAURAV SATAPPA SADOLKAR** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Gaurav Satappa Sadolkar	<b>Gaurav Satappa Sadolkar</b>
Date of Birth (in figures)	24/12/2000	<b>24/12/2000</b>
Date of Birth (in words)	Twenty –fourth December Two Thousand Zero	Twenty –fourth December Two Thousand Zero
Degree Earned	Sr. Sec. Exam	<b>Jr. Sec. H.S.C Exam</b>
Seat No	X036851	<b>X036851</b>
Marksheet Sr.No.	251107	<b>251107</b>
Year of Passing Month & year/Semester Exam	Feb. 2019	<b>Feb.2019</b>
Institute/University/College last attended	Gopal Krishna Gokhale College	<b>Gopal Krishna Gokhale College, Kolhapur</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R. B. Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



23/9/22

**To,  
Executive - Education  
Anoop Kumar Singh  
India**

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 23 September 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 23 September 2022** the Education Information of **Uday Dipak Nikam** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Nikam Uday Dipak	<b>Nikam Uday Dipak</b>
Name & Location of the Institution	Goapl Krishna Gokhale College, Kolhapur	<b>Goapl Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University Kolhapur	<b>Shivaji University Kolhapur</b>
Contact Number	0231-2642540	<b>0231-2642540</b>

Registration Number /Roll No. / Seat No	2014015500651809	<b>PRN No. – 2014015500651809 Seat No.421892</b>
Year of Passing/ End Date	2017	<b>March 2017</b>
Result	Passed	<b>Pass Class – Second Class</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com      260.cl@unishivaji.ac.in      Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal  
M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL  
M.A., M. Phil., Ph.D.**

Ref. No.GKG/                      /2022-2023

Date – 12/09/2022

To,  
Isha,  
Krib Information Services (A NASSCOM Member).  
Suit 04, C 51, Sector - 62  
NOIDA,  
Uttar Pradesh – 201301  
India

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 10 September 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 10 September 2022** the Education Information of **Mulik Vishal Vilas** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Mulik Vishal Vilas	<b>Mulik Vishal Vilas</b>
Name & Location of the Institution	Goapl Krishna Gokhale College, Kolhapur	<b>Goapl Krishna Gokhale College, Kolhapur</b>
University Name	Shivaji University Kolhapur	<b>Shivaji University Kolhapur</b>
Contact Number	0231-2642540	<b>0231-2642540</b>
Registration Number /Roll No. / Seat No	2014015500506032	<b>PRN No. – 2014015500506032 Seat No.425741</b>
Year of Passing/ End Date	2017	<b>March 2017</b>
Result	Passed	<b>Pass Class – Second Class</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com 260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
M. Sc. B.Ed.

**I/c Prin. Dr. P. K. PATIL**  
M.A., M. Phil., Ph.D.

Ref. No.GKG/ /2022-2023

Date – 20/08/2022

**To,  
Education**

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 18 August 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 18 August 2022** the Education Information of **Patil Amol Balaso** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Patil Balasaheb	<b>Patil Amol Balasaheb</b>
Name & Location of the Institution	Goapl Krishna Gokhale College, Kolhapur	Goapl Krishna Gokhale College, Kolhapur
Contact Number	0231-2642540	0231-2642540
Degree Earned	Bachelor of Arts	<b>Bachelor of Arts</b>
Registration Number /Roll No. / Seat No	080315805550938/69951	PRN No. - <b>2018001999</b>
Year of Passing/ End Date	2011	<b>March 2021</b>
Result	Passed	<b>Pass</b>
Type of Education	Regular	<b>Regular</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com      260.cl@unishivaji.ac.in      Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/                      /2022-2023

Date – 19/08/2022

**To,**  
**Rahul Powar**  
**Secur Credentials Ltd.**

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 18 August 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 18 August 2022** the Education Information of **Yash Sadanand Kakade** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Yash Kakade	<b>Yash Sadanand Kakade</b>
Qualification	Bachelor of Computer Applications	<b>Bachelor of Computer Application</b>
Registration Number /Roll No. / Seat No	8705	PRN No. -
Year of Passing	01-05-2022	<b>March 2021</b>
Result	Passed	<b>Pass</b>
Course Completed	-	<b>Yes</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**





**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3

Phone No- (0231) 2642540 /2642340

NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com

260.cl@unishivaji.ac.in

Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)

U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
M. Sc. B.Ed.

**I/c Prin. Dr. P. K. PATIL**  
M.A., M. Phil., Ph.D.

Ref. No.GKG/ /2022-2023

Date – 02/08/2022

**To,  
36, Maruthi Surana Bhavan,  
Thambhuchetty Road, Cox Town  
Bangalore - 560005  
Karnataka  
India**

**Sub :- Verification of Education Information**

**Ref :- Your By E-mail dt. 01 August 2022**

Dear Sir / Madam,

With reference to your **By E-Mail dt. 01 August 2022** the Education Information of **Saptal Akshay Anil** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Saptal Akshay Anil	<b>Saptal Akshay Anil</b>
Name & Location of the Institution	Goapl Krishna Gokhale College, Kolhapur	Goapl Krishna Gokhale College, Kolhapur
Contact Number	0231-2642540	0231-2642540
Degree Earned	Bachelor of Computer Application	<b>Bachelor of Computer Application</b>
Registration Number /Roll No. / Seat No	2018001999	PRN No. - <b>2018001999</b>
Year of Passing	2021	<b>March 2021</b>
Result	Passed	<b>Pass</b>
Type of Education	Regular	<b>Regular</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**





**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com 260.cl@unishivaji.ac.in Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/ /2022-2023

Date – 22/07/2022

**To,**  
**Santosh Mehra**  
**Sr.MIS Executive and Education Specialist**  
**INTUITIVE INFO SERVICES PVT.LTD.**  
Corporate Office  
D-205,1th Floor, Sector 10,  
Noida -201301  
Uttar Pradesh

**Sub :- Verification of Education Information**

**Ref :- Your Letter By Post dt. 21 July 2022**

Dear Sir / Madam,

With reference to your Letter By Post dt. 21 July 2022 the Education Information of **Mohite Vijay Bhagawanrao** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Mohite Vijay Bhagawamrao	<b>Mohite Vijay Bhagawanrao</b>
Degree Name	B.sc.	<b>B. Sc.III</b>
Specialization	Chemistry	<b>Chemistry</b>
Registration Number /Roll No. / Seat No	10938	Seat No. - <b>10938</b>
Year of Passing	April 2000	<b>April 2000</b>
Type of Education	Regular	<b>Regular</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. R.B.Bhuyekar</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**



**Shikshan Prasarak Mandal's  
GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012. P. Box. No.-3  
Phone No- (0231) 2642540 /2642340  
NAAC Accredited "B" (C.G.P.A. 2.48) 3<sup>rd</sup> Cycle



E-Mail:- gkgcollege1950@gmail.com      260.cl@unishivaji.ac.in      Web Site:- [www.gkgcollege.com](http://www.gkgcollege.com)  
U-DISE - 27341304307

**Vice Prin. Shri. S. H. Pisal**  
**M. Sc. B.Ed.**

**I/c Prin. Dr. P. K. PATIL**  
**M.A., M. Phil., Ph.D.**

Ref. No.GKG/                      /2022-2023

Date – 22/07/2022

**To,**  
**Swati Jatav,**  
**Executive – Operations**  
**Hello Verify India Private Limited,**  
**B-44, 1<sup>st</sup> Floor Sector 57, Noida 201301**  
**Uttar Pradesh**  
**India.**

**Sub :- Verification of Education Information**

**Ref :- Your Letter By Post dt. 18 May 2022**

Dear Sir / Madam,

With reference to your Letter By Post dt. 18 May 2022 the Education Information of **Digambare Deshbhushan Vijay** mentioned in your letter is verified and found correct.

**Your faithfully,**

**I/C Principal**  
**Gopal Krishna Gokhale College**  
**Kolhapur.**

<b>Particulars</b>	<b>Details provided by Candidate</b>	<b>As per College/University Record</b>
Name of the Candidate	Digambare Deshbhushan Vijay	<b>Digambare Deshbhushan Vijay</b>
Name of College	Gopal Krishna Gokhale College / Shivaji University Gopal Krishna Gokhale College	Name of College :- Gopal Krishna Gokhale College, Kolhapur Name of University :- Shivaji Univeristy Kolhapur
Degree Earned	Bachelor of Computer Application	<b>Bachelor of Computer Application</b>
Registration Number /Rool No. / Seat No	2.0140155005e+15	PRN No. - <b>2014015500510424</b> Seat No. - <b>439918</b>
Year of Passing	2017	<b>March - 2017</b>
Type of Education	Regular / Distance	<b>Regular</b>

### **Verification.**

<b>Particulars</b>	<b>Required Details</b>
Kindly mention your mail ID using Official purpose (Yes/No)	<b>Yes</b>
Name (Verified By)	<b>I/C Dr. P. K. Patil</b>
Designation	<b>Principal</b>
Contact No.	<b>0231-2642540</b>
E-Mail ID	<b><a href="mailto:Gkgcollege1950@gmail.com">Gkgcollege1950@gmail.com</a></b>
Web Site	<b><a href="http://www.gkgcollege.co.in">www.gkgcollege.co.in</a></b>

**I/C Principal  
Gopal Krishna Gokhale College  
Kolhapur.**





**Dated: 23-Nov-22**  
**Ref. No IDC/OBHR/2022/W1120**

**Mr./Ms. Divya Sukhadev Mohite,**  
**8 A manohar kotwal nagar, ring road,**  
**phulewadi, Phulewadi,**  
**Kolhapur,**  
**Maharashtra - 416010**

**Letter of Intent**

**Dear Divya Sukhadev Mohite,**

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Desktop Support L1**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **23-Nov-22** at **Mumbai**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 214404/-** (Details Attached in Annexure -"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (self-attested) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

Employee has agreed to adhere with the terms and conditions of the employment agreement/ appointment letter which shall be subsequent issued by the company/employer (IDC).

If you wish to leave the services of the Company, a clear written notice of **(Sixty 60)** days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,  
Your Sincerely

For **IDC Technologies Solutions (I) Pvt. Ltd.**



**Signature of Employee**  
**Divya Sukhadev Mohite**

### UNDERTAKING

I Divya Sukhadev Mohite hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to IDC Technologies Solutions India Pvt Ltd and IDC Technolgies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

**Name:** Divya Sukhadev Mohite

**Date:**

**Signature:**

**"ANNEXURE-A"**

Compensation Details w.e.f 23-11-2022

<b>Name :-</b>	<b>Divya Sukhadev Mohite</b>
<b>Designation :-</b>	<b>Desktop Support L1</b>
<b>Location :-</b>	<b>Mumbai ( Maharashtra )</b>

Salary Component		Amount in (INR)	Amount in (INR)
		Per Month	Per Annum
<b>A.</b>	Basic & DA	13738	164856
	Bonus	1144	13728
	House Rent Allowance	693	8316
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>15575</b>	<b>186900</b>
<b>B.</b>	Employers Contribution - Provident Fund	1786	21432
	Employers Contribution - ESIC	506	6072
	Gratuity	0	0
	Insurance	0	0
	<b>TOTAL ( B )</b>	<b>2292</b>	<b>27504</b>
<b>C.</b>	<b>Less Deduction</b>		
	Employee - Provident Fund	1649	19788
	Employee - ESIC	117	1404
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>	<b>1966</b>	<b>23592</b>	
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>13609</b>	<b>163308</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>17867</b>	<b>214404</b>

**Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms. 2) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 3200/-approx . on account of Group Medclaim Policy (GMP) , Group Personal Accidental Policy (GPA) and Group Term Assurance Policy (GTA) which is mandatory as per legal compliance. Group Medclaim Policy (GMP) is applicable only for those who are not covered under ESIC.**

Divya Sukhadev Mohite

Signature



**ID BADGE REQUISITION – NON EMPLOYEES**

**Name (In Block Letters) :-**  
**Contact Address & Tcl. No.:-**

**Divya Sukhadev Mohite**  
**8 A manohar kotwal nagar, ring road,phulewadi, Phulewadi,**  
**Kolhapur,**  
**Maharashtra - 416010**

**Franchisee Company Name: -**

**IDC Technologies Solutions (I) Pvt.Ltd**

**Department Name: -**

**MIT**

**Division Name: -**

**Desktop Support L1**

**Blood Group: -**

\_\_\_\_\_

**Location: -**

**Mumbai**

**ID Badge Required: -**

**From 23-Nov-22 to 30 Jun 2023**

**Signature of the Applicant: -**

\_\_\_\_\_

**APPROVING AUTHORITY**

**Supervisor Name: -**

\_\_\_\_\_

**Designation: -**

\_\_\_\_\_

**Supervisor Signature: -**

\_\_\_\_\_

**HR Name: -**

\_\_\_\_\_

**HR Signature: -**

\_\_\_\_\_

**ISSUING AUTHORITY**

**Issued ID Badge of Category: \_\_\_\_\_ Bearing No. \_\_\_\_\_**

**Access Card No: - \_\_\_\_\_**

**For a period From \_\_\_\_\_ To \_\_\_\_\_**

**Issuing Authority Signature**



**ANNEXURE II**

**CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT**

This non-disclosure agreement ("**Agreement**") is made on this the [23] day of [11] year of [2022] between

**Wipro Limited**, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bangalore 560-035.

And

**Mr/Ms. Divya Sukhadev Mohite** [Name of the Contractor], S/o / D/o **Sukadev Vikram Mohite** Residing at **8 A manohar kotwal nagar, ring road, phulewadi, Phulewadi,, Kolhapur, Maharashtra - 416010**

(Hereinafter referred to as "**Contractor**" which expression shall mean and include his/her representatives in interest, assurers and guarantors)

**WHEREAS:**

The contractor has expressed his/her desire to be trained with Wipro for a period **23-Nov-22 to 30 Jun 2023** ("**Contact Period**");

Wipro has accepted the Contractor's application subject to the contract agreement adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the contract, the contractor may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

**NOW THEREFORE** in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

- 1) For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to contractor by Wipro or which contractor becomes aware of in the course of the contact agreement, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of contractor in violation of this Agreement); (ii) was known to contractor prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial order, in which case contractor shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.
- 2) Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on contractor any rights, license or authority in or to the Confidential Information.
- 3) Contractor agrees and undertakes that he/she shall not disclose or make available to any person (including parent organization) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by contractor under any course. Contractor undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the parent organization, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.
- 4) Contractor shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.

- 5) Contractor agrees that upon (i) termination/expiry of contract period, or (ii) at any time during its currency, or (iii) on contractor ceasing to be in association contractor agreement with Wipro, contractor shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
- 6) Contractor acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Contractor shall ensure that the use of such Confidential Information shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
- 7) Contractor acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Contractor and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
- 8) Contractor hereby acknowledges and agrees that in the event of a breach or threatened breach by the contractor of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by the contractor.
- 9) No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
- 10) This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
- 11) The obligations of confidentiality shall survive the expiry or termination of the agreement. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
- 12) If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

**Wipro Limited**

**Contractor**

Name:

Name: **Divya Sukhadev Mohite**

Designation:

To,

Wipro Limited.



**Resume/ID No: 25816018**  
**LETTER OF UNDERTAKING**



This is to confirm the following in respect of **Mr/Ms. Divya Sukhadev Mohite, S/o or D/o Sukadev Vikram Mohite** who has been deployed at Wipro, premises **Mumbai** w.e.f. **23-Nov-22**.

1. As on date his/her age is **22** as verified from his/her date of birth records.
2. His/Her verified present address is below:-

**8 A manohar kotwal nagar, ring road, phulewadi, Phulewadi, Kolhapur, Maharashtra - 416010**

3. He / She has been employed/newly joined with **IDC Technologies Solutions (I) Pvt Ltd** (Name of the vendor's organization)

And his/her joining date in our organization is **23-Nov-22**.

4. There are no criminal records against him/her.

Further, we confirm, in terms of the contract dated **23-Nov-22 to 30 Jun 2023** with Wipro, that:

1. We shall be entirely responsible for behavior and conduct of the above resource.
2. We are liable to make good, losses if any, caused to Wipro on account of willful or negligent act of the above resource during the course of his/her deployment at Wipro, subject to providing proof of involvement.

**Place: Mumbai**

**Date: 23-Nov-22**

**Authorized Signatory**





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P, 201301  
Tel.: +91-120-6350000

### **APPENDIX A: Non-disclosure and intellectual property assignment agreement with Wipro Limited**

I, [ Divya Sukhadev Mohite], son/ daughter of [Sukadev Vikram Mohite] of [ IDC Technologies Solutions (I) Pvt Ltd C-18, Sector -67 Noida -201301 and 8 A manohar kotwal nagar, ring road,,phulewadi, Phulewadi,,Kolhapur,,Maharashtra,416010 ] ("Divya Sukhadev Mohite") agrees as follows:

Whereas, during the course of your employment and service with IDC Technologies Solutions (I) Pvt Ltd ("Employer") you will be providing certain services for Wipro Limited ("Customer") as per the services agreement entered into between your Employer and Customer ("Services"), and you hereby agree that you may during your involvement in the Services come in contact with the Confidential Information (as defined below) of Customer, or its clients, Staffing Agency's or vendors ("Information").

1. You agree:

(a) to hold the Information in complete confidence and, unless you have Customer's prior written consent, not disclose it, in whole or in part, to any person other than those directly concerned with the Services and whose knowledge of such Information is essential for such purposes;

(b) not to use the Information for any purpose other than to enable you to perform the Services unless you have Customer's prior written consent;

(c) to return to Customer upon demand any and all Information, written documents (or copies thereof) equipment, computer software or other materials entrusted to you in the course of the performance of the Services and not to distribute in whole or in part any such documents, materials or other items without Customer's prior written consent; and

(d) to comply with all procedures and policies specified by Customer from time to time including but not limited to Physical Security, Data Security or Information Security.

2. No announcement or disclosure of the Services performed by you is permitted without the prior written consent of Customer

3. The confidentiality obligations in this Agreement shall be binding on you for so long as the Information retains commercial value which may be even after you cease performing the Services. The intellectual property related clauses given below shall last for the duration of any related Intellectual Property Rights.

4. You agree that during the Services being provided by you, you might develop or be involved in certain processes, software, products, services or any other materials for Customer or Customer's clients. You agree that all rights including any Intellectual Property rights in any material developed or used by you during your provision of Services to Customer shall be the property of Customer, you hereby irrevocably and unconditionally assign all rights including ownership rights or Intellectual Property rights in such materials to Customer or such other party as may be specified by Customer. You agree that you will assist Customer or any other party assigned by Customer in documenting or filing for any registrations in order to protect Customer's rights in such Intellectual Property Rights.

5. You hereby agree that any breach by you of the obligations specified herein, will lead to severe losses for Customer or its clients and hence you agree that Customer or another party specified by Customer may take legal action against you in the event of such breach, such legal action may include but not be limited to injunctive or equitable remedies or actions for specific performance in the relevant court of law.

6. You agree that this agreement shall be governed by law of India and any dispute thereof shall be finally decided by the courts of Bangalore, India.

CONTRACTOR (IDC Technologies Solutions (I) Pvt Ltd)

Signed:



Place: Noida

Date: 23-Nov-22

### **APPENDIX B:**

**Staffing Agency's adherence to the code of conduct is mandatory and other annexures to be decided by Procurement Manager.**

SCOC: <https://www.wipro.com/content/dam/nexus/en/investor/corporate-governance/policies-and-guidelines/ethical-guidelines/12774-supplier-code-of-conduct.pdf>

COBC: <https://www.wipro.com/content/dam/nexus/en/investor/corporate-governance/policies-and-guidelines/ethical-guidelines/code-of-business-conduct-and-ethics.pdf>





## Sub: Appointment Letter

Dear Aniket Nandkumar Gawali,

1. With reference to your application and subsequent interview, we are pleased to appoint you on the terms and conditions given below:
    - A. Designation - Desktop Support Engineer
    - B. Date of Appointment - 10-October-2022
    - C. Place of joining - As assigned
    - D. Reporting To - Respective Manager
  2. Your duties and responsibilities shall be as assigned from time to time.
  3. Please note that your services can be assigned to any other department, division, branch, or associated organization anywhere in India or abroad at the sole discretion of the management
  4. The assigned offer to you in the organization is on full-time basis and therefore, during your tenure you will not engage in any other trade, business and profession, whether part-time or full-time and will not directly or indirectly give professional advice to outsiders on the basis of your experience gained in this organization. You will maintain professional secrecy and avoid any act/omission prejudicial to the interest of the company. You are expected to maintain optimum standard of efficiency and economy.
  5. You will be responsible for the safe custody and bona fide use of the property or documents of the company with utmost honesty and professional ethics. You will also maintain discipline and punctuality at all times. You are required to also observe and adhere to the service rules and regulations of the organization as made applicable/enforced from time to time. Any neglect involving moral turpitude or discipline or absence without leave will render immediate termination without any notice or compensation. The decision of the management will be final.
  6. This appointment is subject to your being medically fit at all times in relation to your responsibility. Any change in your residential address, material personal particulars or physical disability must be communicated to the company without any delay.
  7. It shall be open to the organization from time to time, to add, modify, abrogate any remuneration, benefit, facility, perquisite, working schedule, whatsoever, as deemed appropriate due to administrative reasons/business exigencies etc. and you shall be so bound therein.
  8. You will not, during your employment with company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or Data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information or any other information gained or acquired or imparted to you in the course of your employment.
  9. During your employment with the company, you will be governed by the service Rules and Regulations of the company, in force or as introduced or amended, from time to time. You will also be governed by the company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Travel, Misconduct, Discipline and/or other matters.
- Considering the highly specialized and time bound responsibilities, it has been explained, specifically agreed/ consented that any appointment under this Appointment Letter can be cancelled and the services dispensed with immediately without any notice/compensation in lieu, on ground of indiscipline, moral turpitude, prolonged sickness, misbehavior, misrepresentation and / or concealment of material facts or personal particulars, or professional and academic record, unauthorized absence, vexatious tactics, malingering, physical / mental unfitness, delay in assigned duties / projects as required by the clients, spreading rumours or dis-satisfaction, arrest, or criminal prosecutions or any other act / omission which is prejudicial to good order and office discipline, and / or abetting any such act / omission.
10. Your Salary breakup is given in the attached Annexure A.
  11. The age of retirement will be 58 years or earlier in case you are found physically/mentally unfit to work any longer or for continued ill-health as certified by the medical officer/medical practitioner nominated by the company. The company, however, reserve the right to retain services of a superannuated employee without prejudice to its right to ask him to retire at any time after the age of retirement.
  12. The Performance Bonus (as applicable per your BU) is assessed half yearly i.e., OCTOBER - MARCH AND



APRIL - SEPTEMBER. Employee joining in between the half year will be assessed for total duration in the next half year but paid pro rata for the actual working in both the half years. (This Performance Bonus is purely on merit and performance based and solely at the discretion of the management).

It is clarified that an employee would be eligible for Performance Bonus only if he has served for three months as a regular employee and is on the confirmed rolls of the company as on 1<sup>st</sup> April and 1<sup>st</sup> October (For the Bonus payable in May and November respectively). However, the total reckonable service would be considered as and when eligible for performance Bonus in the next review cycle.

Annual Salary appraisal is based on your performance at management's discretion and as per client feedback and assessments.

13. Loyalty Bonus is an annual component and you are only eligible for it, after you complete one year of continuous service with Outworx and if it is part of your Salary Break UP (Refer Annexure as below). Annual bonus will be subject to the company performance.

14. In the event that you left the organization within One-year, additional Benefits such as Joining Bonus, Relocation expense and Training Expenses, as applicable, will be recoverable in your F/F. Also, in case of BGV Failure, salary paid to you during that period, will be recoverable in F&F.

15. You have been appointed on the presumption that the particulars furnished by you in your Bio-Data, Interview, relieving letter or any other document are factually correct. In case any of the said particulars/facts are found to be factually incorrect or that you have concealed/withheld material fact, your appointment will stand terminated/cancelled without any notice or compensation in lieu.

16. A) You have a probation period of 3 months, which can be extended at the sole discretion of the management. However, if you do not receive any communication extending your probation period within 3 months of joining, you are deemed to have been confirmed.

**B) Termination by the Employer:**

The Company may terminate the employment with or without cause under the following conditions:

(i) With Cause: The Company may, immediately and without notice, terminate the EMPLOYEE from employment with "Cause". The term "Cause" shall, as used in this document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; or (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer.

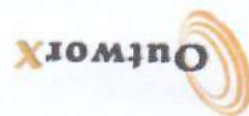
(ii) Without Cause: In the event that the employment is terminated Without Cause, the EMPLOYEE will be provided with a notice period as confirmed by the client and can further be entitled for maximum 30 days extension which will be treated as Leave Without Pay.

**C) Termination by the Employee:**

If you wish to leave the services of the Company, a clear written notice as per Annexure B has to be given to the company. In case of failure to give such written notice within the prescribed time, you are bound to make good or loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

In case you are in possession of any asset of the company, or any asset has been entrusted to you by the client of the company to where you are assigned, it is your responsibility to handover all such asset to the proper Authorized officer of the company concerned or Company, in proper working condition before you leave the services of the Company concerned, to release your full and final settlement of payment with company concerned. In case you fail to do so, by whatsoever reasons, the Company or assigned client of the company/Company concerned, may at its discretion to take such legal action as may be appropriate to recover the loss incurred due to your negligence, in addition to withholding all dues payable to you. Any costs incurred by the Company to recover the asset would also be borne by you.

Company concerned\* = The company to where you are assigned to work or assigned works/projects to do.  
Company\*\* = Outworks Solutions Pvt Ltd.



17. Payment of statutory Dues like Income Tax, Profession Tax will be the individual responsibility of the employee.

18. Please acknowledge receipt on the duplicate copy of this letter in token of your acceptance of the above terms and Conditions.

19. All matters subject to Noida Jurisdiction.

Looking forward to a long and mutually beneficial association.

**ANNEXURE**

Name:	Aniket Nandkumar Gawali	
Date of Joining	10-Oct-2022	
PAN	DYAPG2066P	
Salary	Amount (in Rs.) Per Month	Amount (in Rs.) Per Annum
Basic & DA	13,738.00	1,64,856.00
HRA	2,610.00	31,320.00
Statutory Bonus	1,144.00	13,728.00
Gross Salary	17,492.00	2,09,904.00
Employee PF Contribution @ 12%	1,649.00	19,788.00
Employee ESIC Contribution @ .75%	131.00	1,572.00
LWF Employee Contribution	12.00	144.00
PT	200.00	2,400.00
Net Take home (Before Tax)	15,500.00	1,86,000.00
Additional:		
Employer PF contribution @ 12%	1,649.00	19,788.00
PF Admin Charge @ 1%	137.00	1,644.00
Employers' ESIC Contribution @ 3.25%	568.00	6,816.00
Gratuity	660.00	7,920.00
LWF Employer Contribution	36.00	432.00
CTC	20,542.00	2,46,504.00

For -



Outworks solutions Pvt. Ltd.  
Vinod Singh Bhandari  
HR Manager

Outworks Solutions P Ltd  
H-195, Sec-63, Noida-201309  
Ph:- 0120-4094700  
www.outworx.com



**DECLARATION:**

I confirm receipt of the Appointment Letter. I declare that I am a resident of India and none of the Director of the Company is related to me. I accept the appointment on the terms and conditions contained in this letter and other conditions and service rules as applicable to the employees of the company from time to time. I have read and understood the service rules of the company and will abide by them.

<b>ANNEXURE - B</b>	
<b>Leave Entitlement</b>	1.25 Leave Per Month *
<b>Notice Period</b>	60 Days (Including in Probation Period)
<i>* - For 1st Month of joining 1.25 Leave if joined between 1st to 10th of the month, 0.5 leave if joined between 11th to 20th of the month. No leave will be earned for that particular month, if joined after 20th.</i>	

Signature:

Name/Date:

325132  
23 Sep 2022

**Tanjila Papalal Shaikh**  
**India - Pune**

**Offer - Appointment Letter**

Dear **Tanjila Papalal Shaikh**,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as **Senior Engineer - Service Desk** with the following terms and conditions:

- 1) You will join us on or before **26 Sep 2022**.
- 2) You will be based at **India - Pune**. You are however, liable to be transferred to any of our establishments in India, or overseas or to any subsidiary or associate company: whether existing now or still to be formed. Such transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
- 3) Your annual compensation will be **Rs 3,38,000** and in addition, you will be eligible for **Bonus1 of Rs 10,140**, the details of which are outlined in the Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
- 4) You will also be covered by Provident Fund, Gratuity, Medical and other schemes of the company as applicable to your category that are in force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.

- 5) This employment offer is valid for one fortnight from this date of offer. If the company does not receive any confirmation from you or the documents requested within the stipulated time, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
- 6) You will be required to give **90 days'** notice to terminate this appointment. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the above number of days, the remaining part of notice period days would be adjusted against the existing leave balance or an equivalent of Basic and HRA. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other cases, the Company will have the right to terminate the appointment by giving **90 days'** notice or payment of Basic and HRA in lieu of notice.
- 7) Any revisions of your compensation package, promotion, progression, re-designation and your continued employment with the Company are all at the Company's sole discretion and will be based on Company's requirements and your performance.
- 8) Leave: You will be entitled to an equivalent of 21 working days in a calendar year. This translates to 1.75 days per month and would be prorated based on your date of joining the Company.
- 9) You agree that all/any unplanned/unauthorized leave (for 3 (three) or more consecutive working days without prior intimation will be deemed as 'Abandonment of Services' (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.

- 10) Retirement: You will retire from the employment of the company in the month in which you attain 58 years of age. The age will be calculated based on the date of birth declared by you and mentioned in employment records.
- 11) During your employment with the Company, you will be exposed to confidential information regarding the Company, our customers, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) to operations, know-how, secrets etc. that you may come to acquire as an employee of the company any unauthorized person, nor use for any purpose other than Company's during the period of your employment with us, or thereafter.
- 12) The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/Non-Disclosure Agreement (NDA) at the time of joining.
- 13) You shall maintain and protect the assets, properties, facilities, software and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.
- 14) You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.
- 15) You will be governed by the Rules, Regulations and Policies of the Company as are in force at present and / or as may be introduced from time to time.

- 16) You shall be responsible for the use of Email facilities provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory or indecent messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent and received through the emails on all such equipments made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of employment.
- 17) You are requested to submit the following certified copies at the time of joining:
- Proof of Date of Birth.
  - Indian Driving License with Clear Photograph
  - Indian Passport Copy with Clear Photograph
  - Any Document as recognized by the Union of India to substantiate and prove your Indian citizenship, which include Aadhar Card/Voter's ID Card etc.
- 18) You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.
- 19) The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development, Company will require you to sign a service agreement to serve the Company for a specific minimum period of time after receiving such training. The details of this agreement shall be spelt out at the time of nominating you to such training and will cover both direct and indirect cost of such training.



- 20) Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application form, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.
- 21) Notwithstanding your obligation to provide accurate information/records about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information/records you have given to the Company, and to verify whether you have a criminal record or a record of any indiscipline or misconduct with previous employer/s. If such verification proves data inaccuracy, forgery, criminal record, termination based on indiscipline/misconduct and/or non-satisfactory performance you agree to forfeit all monetary and non-monetary benefits as was applicable/accrued. By signing this letter, you shall be deemed to have agreed to conduct the 'background check verification' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.
- 22) Any future changes in the Company policies, Benefits rules & regulations will supersede the points mentioned in this letter.

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Bangalore High Court / Bangalore Courts.

We welcome you to Microland Limited and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,  
**For Microland Limited,**

*S. Rajesh Chandran*

**Rajesh Chandran**  
Global Head-Talent Acquisition

**Declaration:** "I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

**Read, understood and agreed.**

**Name:**

**Signature:**

**Date:**

**Annexure - A**

Name :	<b>Tanjila Papalal Shaikh</b>	
Designation :	<b>Senior Engineer - Service Desk</b>	
Level :	<b>P1B</b>	
Location :	<b>India - Pune</b>	
Notice Period :	<b>90 Days</b>	
<b>Components</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>
Basic	14,425	1,73,100
House Rent Allowance	5,770	69,240
Flexible Benefit Plan [i]	5,478	65,734
<b>GROSS</b>	<b>25,672</b>	<b>3,08,074</b>
PF - Company's Contribution @ 12% of Basic [ii]	1,800	21,600
Gratuity	694	8,326
<b>COST TO COMPANY (CTC)</b>	<b>3,38,000</b>	<b>3,38,000</b>
Bonus1 [iii]		10,140
<b>TOTAL EARNING POTENTIAL (TEP)</b>		<b>3,48,140</b>
Group Medical Coverage Premium [Company borne] [vii]		<b>6,725</b>
<b>TOTAL EARNING POTENTIAL + Benefits (TEPB)</b>		<b>354865</b>
<b>BENEFITS</b>		<b>Insured Amount (₹)</b>
Group Medical Insurance Scheme for Self, Spouse & 2 Dependent Children		4,00,000
Group Personal Accident Insurance		2*Annual CTC (minimum of 10,00,000)
Group Term Life Insurance		3 * Annual CTC (minimum of 1600000)
<p><i>S Rajesh Chandran</i></p> <p><b>Rajesh Chandran</b> Global Head-Talent Acquisition</p>		
Accepted By - Name:	Signature:	Date:

**Annexure – A (continued)**

[i] Payable monthly, as per your customized allocation towards: Leave Travel Allowance (LTA), Conveyance, Medical, Vehicle, Meal Vouchers, Child Education. enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be paid out as Special Allowance.

[ii] An equal amount, will be deducted, as your contribution, as per Provident Fund (PF) guidelines.

[iii] Payable annually, if eligible, based on your and your unit's Performance measured during the Appraisal Cycle and Target Achievements as per KRAs set for the Performance Evaluation Year, on a pro-rata basis.

[vii] Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted monthly. GMC Parental - Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted on a monthly basis.

**OFFER LETTER**

Date: **03/08/2022**

To,  
**Mr. Shubham Vithhal Sutar,**

**MUMBAI,**

**DEAR Shubham Vithhal Sutar,**

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **VIP Support L-2** in the permanent position in our organization at **MUMBAI** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **04/08/2022** failing which this offer shall withdraw automatically without any further intimation to you.

**1. Salary and benefits:**

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10<sup>th</sup>** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31<sup>st</sup>** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837

reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time

- i) You will be under probation period of 9 months.
- j) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2. Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company does not pay overtime to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3. Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4. Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837

record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

5. Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

6. Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, Project closure, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give Ten days notice . which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of Sixty Days from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client ,administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837



- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.

**7. Medical Fitness:**

This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.

**8. Deputation:**

- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
- b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

**9. Transfer :**

You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

**10. No simultaneous employment :**

While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837

11. Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secretes, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software/ hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secretes, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes, Accounts are required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.
- b) You will be required to sign non disclosure agreement after joining.

12. Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

13. Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

14. Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837

Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

15. Terms and condition of employment :

- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.



Hitesh Hatkar  
HR Manager  
Recruiter :Priyanka Singh  
Date: 03/08/2022

Accepted By

Shubham Vithhal Sutar

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
Tel. : 020-2567 6837 / 4837

**Annexure – I**

	Salary Structure	Monthly	Yearly
	Basic	11632.00	139584.00
	DA	1794.00	
	<b>Total Basic</b>	<b>13426.00</b>	
	HRA	5370.00	
	Bonus	1118.00	
	Special Allowance	6130.00	
<b>A</b>	<b>Gross Salary</b>	<b>26044.00</b>	<b>312528.00</b>
	<b>Employee Deduction</b>		
	PF	1800.00	
	ESIC	0.00	
	Insurance	500.00	
	LWF	2.00	
	PT	200.00	
<b>B</b>	<b>Total</b>	<b>2502.00</b>	<b>30024.00</b>
<b>C</b>	<b>Take Home</b>	<b>23542.00</b>	<b>282504.00</b>
	<b>Employer Contribution</b>		
	PF	1950.00	
	ESIC	0.00	
	LWF	6.00	
<b>D</b>	<b>Total</b>	<b>1956.00</b>	<b>23472.00</b>
	<b>CTC(A+D)</b>	<b>28000.00</b>	<b>336000.00</b>

**Note :-**

- Your total salary emoluments would be approx. **Rs. 26044.00/- Gross** per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.



Hitesh Hatkar  
 HR Manager  
 Recruiter : :Priyanka Singh

Accepted By

Shubham Vithhal Sutar

**IMPACT Infotech Pvt. Ltd.**

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.  
 Tel. : 020-2567 6837 / 4837

Date: 14 March 2022

To,  
**Miss. Mayuri Sambhaji Narvekar**



Dear Miss. **Mayuri**,

We refer to your application for employment & the subsequent interviews you had with us, we are pleased to inform you that, you have been offered an employment in **VDA Infosolutions Pvt. Ltd.** as **Service Desk Engineer** for our **Pune** Location on the following terms & conditions:

**REMUNERATION:**

1	a)	BASIC	12286
	b)	HRA	614
	c)	Medical Allowance	0
	d)	Conveyance	1600
	e)	Other Allowance	4475
			<b>Monthly Gross</b>
2		<b>Employer Contributions</b>	
	a)	Provident Fund Employer Contribution	1800
	b)	ESIC Employer Contribution	650
		<b>Total Employer Deductions</b>	<b>2450</b>
3		<b>Employee Deductions</b>	
	a)	Provident Fund Employee Contribution	1800
	b)	ESIC Employee Contribution	150
	c)	Professional Tax	200
		<b>Total Employee Deduction</b>	<b>2150</b>
4		<b>Other annual Perquisites.</b>	
		As per Company policy	
	a)	Medical Insurance. PM	292
	b)	Bonus PM	1024
	c)	Gratuity PM	592
		<b>TOTAL</b>	<b>1908</b>
*****		<b>Monthly CTC</b>	<b>23333</b>
		<b>Monthly Gross</b>	<b>18975</b>
		<b>Net Pay</b>	<b>16825</b>
		<b>Take Home ( Bonus + Net Pay)</b>	<b>17849</b>
		<b>VARIABLE</b>	<b>0</b>
		<b>Total ANNUAL CTC (FIX + Variable)</b>	<b>280002</b>

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at **Pune** on or before **21-March-2022**. You will get the appointment letter once you complete the joining formalities.

We welcome you to the VDA family & wish you a rewarding career over the years to come.

Yours Faithfully,  
For VDA Infosolutions Pvt. Ltd,

Gautam Kumar  
HR Executive

Accepted / Date

**VDA INFOSOLUTIONS PVT. LTD.**

Head Office : 76, Shakuntala, 5th Road, Khar West Mumbai - 400052.  
Pune Office : A - 201, 2nd Floor, Teerth Technospace, Baner, Pune - 411045.

Date: Feb 14, 2022  
Offer No : QS2474382

**SANGRAM SANJAY YADAV**  
2336, C WARD, SHANIWAR POST OFFICE JAWAL MATH TALIM GALI,  
KOLHAPUR 416002  
MAHARASHTRA

**APPOINTMENT LETTER**

We are pleased to offer you employment at QUESS Corp Limited as per the following terms:

**DEPUTATION:**

You are deputed to our clients sites under this Contract. The terms of employment is 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 FEB 21, 2022 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 employment shall be valid from FEB 21, 2022.

**LOCATION:**

You are required to work at client's location at PUNE.

**POSITION:**

You are appointed as ASSOCIATE ENGINEER.

**REMUNERATION:**

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

**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.

*Quess Confidential*  
This is a system generated letter

Offer No : QS2474382

Page 1

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333

**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.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's 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.

**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:**

Notwithstanding 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.

You shall report to work on Feb 21 2022 at the clients place.

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

*Quess Confidential*  
This is a system generated letter

Offer No : QS2474382

Page 3

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.queSScorp.com> | Toll Free No: 1800-572-3333



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

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**.



**Arjun Ramaraju**  
CEO-Qtek Systems & Quess GTS

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:.....

**Annexure A**

**Compensation Sheet**

Offer No: **QS2474382** Associate Name: **SANGRAM SANJAY YADAV**  
Designation: **Associate Engineer** Location: **PUNE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	12286	147432
House Rent Allowance	5026	60312
Statutory_bonus	1023	12276
<b>Gross Salary</b>	<b>18335</b>	<b>220020</b>

Employer's Contribution		
Employer_esi	596	7152
Employer Provident Fund	1597	19164
Employer Labour Welfare Fund	46	552
<b>Total Contribution</b>	<b>2239</b>	<b>26868</b>
<b>Cost to Company: (CTC)</b>	<b>20574</b>	<b>246888</b>

Deduction: (Subjected to change)		
Employee Esi	138	1656
Provident Fund	1474	17688
Labour Welfare Fund	23	276
Professional Tax	200	2400
<b>Total Deduction</b>	<b>1835</b>	<b>22020</b>
<b>Net Take Home</b>	<b>16500</b>	<b>198000</b>

*R. Arjun*  
**Arjun Ramaraju**  
CEO-Qtek Systems & Quess GTS

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](mailto:help@quesscorp.com).

Please mention your

- Offer No :QS2474382
- Name :SANGRAM SANJAY YADAV
- Mobile No

Link to download WorQ

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

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

AXISB/HR/REC/CO/ABYB/ APP123040939560

**18-JUL-2023**

**ANKITA ANIL INGALE**

**Contact No:** 9011578404

**Email ID:** ankitaingale2911@gmail.com

**Aadhaar Number:** 960199961084

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Ankita,

1. This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
  - b) Graduation Degree (10+2+3 pattern) is compulsory.
  - c) Further Eligibility criteria mentioned on the NIIT's website.
  - d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**

**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: **“Instructions to open SBEZY Account”** thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**

**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**

**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: **“List of Axis Bank RACs for ABYB Loan Processing”**) for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: **“Documents to be submitted by applicants for Loan for ABYB Loan\_NIIT”**) by both applicant & co-applicant

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment “**ABYB Loan Details\_NIIT**” for Terms & Conditions of the Loan.

The sanction and disbursement of the loan will be subject to submission of the required documents and completion of the required formalities.

#### **4 B. Steps & Timelines for candidates Self-funding the course**

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – “ABYBP 1st Term fee”.** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement / receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No.** 000705015637

**IFSC :** ICIC0000007

**ACCOUNT NAME:** NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED

**BANK NAME :** ICICI BANK LIMITED

**BRANCH :** BARAKHAMBA ROAD, NEW DELHI

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for “On the Job Training (OJT)” at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum** CTC (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A. You are requested to please read the same carefully.**
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of “On the Job training (OJT)” leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the “**POST-GRADUATE DIPLOMA IN BANKING SERVICES**” from NIIT University. **Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank’s discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank’s existing and new customers.**

**The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as**

**employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.**

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is Rs. **2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.
8. All students are required to pay Rs. 2,500/- as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Senior Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at Bangalore)

**Annexure A: Grade & Indicative Compensation Breakup**

<b>COMPENSATION</b>	<b>CTC (PA)</b>
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC. i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

#### **ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

##### **1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank. In case of Education Loan, bank will disburse the total fee amount and not in instalments as mentioned in the below table.

##### **Course Fee structure is appended below for your reference.**

<b>Term</b>	<b>Fee Components</b>	<b>Fee</b>	<b>GST</b>	<b>Total</b>	<b>Payment Schedule</b>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b>Total Fee</b>	<b>2,37,288</b>	<b>42,712</b>	<b>2,80,000</b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

##### **2: Initiation of Pre joining formalities**

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

### **3: Completing the Background Verification Process**

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

### **4: Commencement of the Program**

- The program will start soon. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**

**10-July -2023**

RISHIKESH PATIL

**Contact No:** 9156491011

**Email ID:** rishikpatil1111@gmail.com

**Aadhaar Number:** 714697501044

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Rishikesh,

This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
- b) Graduation Degree (10+2+3 pattern) is compulsory.
- c) Further Eligibility criteria mentioned on the NIIT's website.
- d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).

2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**

**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: **“Instructions to open SBEZY Account”** thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**

**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**

**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: **“List of Axis Bank RACs for ABYB Loan Processing”**) for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: **“Documents to be submitted by applicants for Loan for ABYB Loan\_NIIT”**) by both applicant & co-applicant

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment “**ABYB Loan Details\_NIIT**” for Terms & Conditions of the Loan.

The sanction and disbursement of the loan will be subject to submission of the required documents and completion of the required formalities.

#### **4 B. Steps & Timelines for candidates Self-funding the course**

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – “ABYBP 1st Term fee”.** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement/receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No.** 000705015637

**IFSC :** ICIC0000007

**ACCOUNT NAME:** NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED

**BANK NAME :** ICICI BANK LIMITED

**BRANCH :** BARAKHAMBA ROAD, NEW DELHI

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for “On the Job Training (OJT)” at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum** CTC (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A. You are requested to please read the same carefully.**
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of “On the Job training (OJT)” leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Depository and Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the “**POST-GRADUATE DIPLOMA IN BANKING SERVICES**” from NIIT University. **Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank’s discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank’s existing and new customers.**

**The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as**

**employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.**

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is Rs. **2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.
8. All students are required to pay Rs. 2,500/- as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at NIIT University, Neemrana)

**Annexure A: Grade & Indicative Compensation Breakup**

<b>COMPENSATION</b>	<b>CTC (PA)</b>
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC. i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

**ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

**1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank.

**Course Fee structure is appended below for your reference.**

<i>Term</i>	<i>Fee Components</i>	<i>Fee</i>	<i>GST</i>	<i>Total</i>	<i>Payment Schedule</i>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b>Total Fee</b>	<b>2,37,288</b>	<b>42,712</b>	<b>2,80,000</b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

**2: Initiation of Pre joining formalities**

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your

registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

### **3: Completing the Background Verification Process**

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

### **4: Commencement of the Program**

- The program will start in Jun' 23. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**

AXISB/HR/REC/CO/ABYB/ APP123040939560

**21-JUL-2023**

**SHIVAM SURYAKANT PATIL**

**Contact No:** 9595952322

**Email ID:** patilshivam571@gmail.com

**Aadhaar Number:** 975572465241

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Shivam,

1. This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
  - b) Graduation Degree (10+2+3 pattern) is compulsory.
  - c) Further Eligibility criteria mentioned on the NIIT's website.
  - d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**

**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: **“Instructions to open SBEZY Account”** thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**

**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**

**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: **“List of Axis Bank RACs for ABYB Loan Processing”**) for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: **“Documents to be submitted by applicants for Loan for ABYB Loan\_NIIT”**) by both applicant & co-applicant

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment “**ABYB Loan Details\_NIIT**” for Terms & Conditions of the Loan.

The sanction and disbursal of the loan will be subject to submission of the required documents and completion of the required formalities.

#### **4 B. Steps & Timelines for candidates Self-funding the course**

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – “ABYBP 1st Term fee”.** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement / receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No.** 000705015637

**IFSC :** ICIC0000007

**ACCOUNT NAME:** NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED

**BANK NAME :** ICICI BANK LIMITED

**BRANCH :** BARAKHAMBA ROAD, NEW DELHI

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for “On the Job Training (OJT)” at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum** CTC (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A. You are requested to please read the same carefully.**
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of “On the Job training (OJT)” leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the “**POST-GRADUATE DIPLOMA IN BANKING SERVICES**” from NIIT University. **Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank’s discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank’s existing and new customers.**

**The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as**

**employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.**

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is Rs. **2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.
8. All students are required to pay Rs. 2,500/- as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Senior Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at Bangalore)

**Annexure A: Grade & Indicative Compensation Breakup**

<b>COMPENSATION</b>	<b>CTC (PA)</b>
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC. i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

#### **ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

##### **1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank. In case of Education Loan, bank will disburse the total fee amount and not in instalments as mentioned in the below table.

##### **Course Fee structure is appended below for your reference.**

<b><i>Term</i></b>	<b><i>Fee Components</i></b>	<b><i>Fee</i></b>	<b><i>GST</i></b>	<b><i>Total</i></b>	<b><i>Payment Schedule</i></b>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b><i>Total Fee</i></b>	<b><i>2,37,288</i></b>	<b><i>42,712</i></b>	<b><i>2,80,000</i></b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

##### **2: Initiation of Pre joining formalities**

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

### **3: Completing the Background Verification Process**

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

### **4: Commencement of the Program**

- The program will start soon. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**

**10-July -2023**

PRANOTI HANAMANT PATIL

**Contact No:** 7841909644

**Email ID:** patilpranoti305@gmail.com

**Aadhaar Number:** 413795626037

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Pranoti Hanamant,

This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
- b) Graduation Degree (10+2+3 pattern) is compulsory.
- c) Further Eligibility criteria mentioned on the NIIT's website.
- d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).

2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**

**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: **“Instructions to open SBEZY Account”** thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**

**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**

**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: **“List of Axis Bank RACs for ABYB Loan Processing”**) for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: **“Documents to be submitted by applicants for Loan for ABYB Loan\_NIIT”**) by both applicant & co-applicant

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment “**ABYB Loan Details\_NIIT**” for Terms & Conditions of the Loan.

The sanction and disbursement of the loan will be subject to submission of the required documents and completion of the required formalities.

#### **4 B. Steps & Timelines for candidates Self-funding the course**

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – “ABYBP 1st Term fee”.** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement/receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No.** 000705015637

**IFSC :** ICIC0000007

**ACCOUNT NAME:** NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED

**BANK NAME :** ICICI BANK LIMITED

**BRANCH :** BARAKHAMBA ROAD, NEW DELHI

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for “On the Job Training (OJT)” at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum** CTC (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A. You are requested to please read the same carefully.**
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of “On the Job training (OJT)” leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Depository and Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the “**POST-GRADUATE DIPLOMA IN BANKING SERVICES**” from NIIT University. **Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank’s discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank’s existing and new customers.**

**The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as**

**employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.**

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is Rs. **2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.
8. All students are required to pay Rs. 2,500/- as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at NIIT University, Neemrana)

**Annexure A: Grade & Indicative Compensation Breakup**

<b>COMPENSATION</b>	<b>CTC (PA)</b>
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC. i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

**ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

**1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank.

**Course Fee structure is appended below for your reference.**

<i>Term</i>	<i>Fee Components</i>	<i>Fee</i>	<i>GST</i>	<i>Total</i>	<i>Payment Schedule</i>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b>Total Fee</b>	<b>2,37,288</b>	<b>42,712</b>	<b>2,80,000</b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

**2: Initiation of Pre joining formalities**

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your

registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

### **3: Completing the Background Verification Process**

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

### **4: Commencement of the Program**

- The program will start in Jun' 23. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**

AXISB/HR/REC/CO/ABYB/ APP123040939560

**21-JUL-2023**

**TORASKAR AMRUTA ANANDA**

**Contact No:** 9970542210

**Email ID:** toraskaramruta8@gmail.com

**Aadhaar Number:** 400132392499

**LETTER OF ADMISSION TO AXIS BANK YOUNG BANKERS (ABYB) PROGRAM**  
**CONDUCTED BY NIIT IFBI**

Dear Toraskar Amruta,

1. This is in reference to your application to the Axis Bank Young Bankers (ABYB) Program, which is being conducted in association with NIIT Institute of Finance, Banking and Insurance Training Limited (NIIT IFBI) for a Post Graduate Diploma in Banking Services (PGDBS).

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Axis Bank Young Bankers Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria – Graduates or Postgraduates from any stream with 50% and above in their FINAL year of graduation OR aggregate of 50% and above in all years of Graduation.
  - b) Graduation Degree (10+2+3 pattern) is compulsory.
  - c) Further Eligibility criteria mentioned on the NIIT's website.
  - d) Satisfactory background verification reports from an authorized agency of the Bank.  
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. Please follow the **four** steps articulated below to proceed with your admission:

**Step 1: Application submission & Admission Registration with NIIT IFBI.**

You will receive an email along a link & application form from NIIT IFBI. Please fill and submit the same immediately on receipt.

**Step 2: Open an Axis Bank Young Bankers - Zero Balance Savings Account (SBEZY Account)**

**Timeline: Next 5 days**

- You are required to visit any nearest Axis Bank branch in your location for getting your account opened.
- You are required to refer attachment: **“Instructions to open SBEZY Account”** thoroughly before going to the branch for your account opening process.
- Please note, this is a **zero-balance account** and you do not have to pay anything while opening this account. Hence, please specify from your end to the branch staff that it is for ABYB and the type of account as mentioned in the instructions document. You may show the circular given in the same account opening process attachment to the branch staff for opening correct type of Account. If any such issues while opening account in branch/need clarification, call helpline numbers provided in mail towards the end.
- Please note, all COVID related guidelines are being followed at all Axis branches. You need to wear medical grade masks and keep them on for the duration of your time outside your home and always keep social distance.

**Step 3: Admission Confirmation**

**Timeline: Next 5 days**

Once you complete step 1 & 2 above, please click on the link below to confirm that the Application form (step 1) is submitted and that the Savings account in Axis Bank is opened (step 2)

Click below link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt\\_aVnCWZR8W1PotMh\\_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v5iBDK3otEOhrp7LnXKt_aVnCWZR8W1PotMh_R3FLpZUOTFCRTRRQUZEMlpJQkJTOTIFNTIMQUxDMY4u)

**Step 4: Course Fee Payment**

**Timeline: - immediately**

Identify if you are a Loan or Self-fund candidate.

**4 A. Steps & Timelines for candidates availing Education Loan next 5 days:**

Post completion of your SBEZY account opening process at the branch and confirming the same on the link, you are required to visit any one of the Loan center /RAC from the attached list of RAC Centre (Refer attachment: **“List of Axis Bank RACs for ABYB Loan Processing”**) for your loan process.

**Step 1:** In order to apply for the Education Loan, ensure that you are accompanied by a Co-applicant (Father, Mother, Spouse, Parents-in-Law)

**Documents to be carried by the Co-applicant:** (Refer attachment: **“Documents to be submitted by applicants for Loan for ABYB Loan\_NIIT”**) by both applicant & co-applicant

**Step 2:** Ensure that you have the following Savings Account Details - Customer ID, Account No. and non-personalized cheque book (This cheque book will Not have your name printed on it)

**Step 3:** Please refer to the attachment “**ABYB Loan Details\_NIIT**” for Terms & Conditions of the Loan.

The sanction and disbursement of the loan will be subject to submission of the required documents and completion of the required formalities.

#### **4 B. Steps & Timelines for candidates Self-funding the course**

##### **Payment of First Term Fees of Rs. 1,39,240/-**

**Please follow the instructions which is attached for your reference – “ABYBP 1st Term fee”.** The first Term Fee of Rs 1,39,240/- may be paid online by logging on to your application form clicking on the link below.

<https://axisbankyb.niit.com>

The link will prompt you to fill the following details.

- Student Name
- Application ID
- Registered E-mail Id
- Registered Mobile Number

Please retain the screenshot of the acknowledgement / receipt which should be produced on demand by NIIT or the bank.

If you are unable to remit the fees through the ONLINE link above, you may visit your bank and remit the fees of Rs 1,39,240/- by way of an RTGS as per details below:

**A/c No.** 000705015637

**IFSC :** ICIC0000007

**ACCOUNT NAME:** NIIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED

**BANK NAME :** ICICI BANK LIMITED

**BRANCH :** BARAKHAMBA ROAD, NEW DELHI

**Note:** Your admission process will be complete only on completion of all the 4 steps mentioned above.

3. NIIT University will issue a Post Graduate Diploma in Banking and Services to Young Bankers who successfully **complete 4 terms of 12 months** (4 months of classroom & 3 months of internship in which they will be posted in any of the branches of Axis Bank), to enable them to become eligible for “On the Job Training (OJT)” at Axis Bank, which will again be for a period of 5 months (4<sup>th</sup> term). During the OJT the Young Bankers will be posted in any of its branches, become employees of the Bank and they will be allotted employee IDs and business targets. OJT posting is the final posting. The OJT evaluation will be done by the reporting manager based on performance. In case any Young Banker fails to score minimum of 50% in internship, then the Young Banker has to undergo re-internship without stipend. OJT will also get extended if the Young Banker fails to clear the same. In case the Young Banker fails to clear the OJT within 1 year of joining the bank, he will not be eligible for the PGDBS certificate.
4. After successful completion of the OJT, you will be given Post Graduate Diploma in Banking & Services - PGDBS, you will be appointed in the Bank in the grade of Assistant Manager with a **minimum** CTC (Cost to Company) of **Rs. 4.46 Lakhs** per year. This CTC is inclusive of Retirals, Performance Bonus and non- encashable Staff Loan Benefits. Detailed Breakup of the CTC mentioned above is attached in **Annexure A. You are requested to please read the same carefully.**
5. Successful completion of the Axis bank Young Bankers Program implies fulfilling of the following conditions:
  - a) Completion of the 4 months of classroom training, 3 months of internship and 5 months of “On the Job training (OJT)” leading to the conferring of a *Post Graduate Diploma in Banking Services*, by NIIT University.
  - b) The student has to necessarily pass both Terms and complete internship project & OJT within one year of enrollment in the program.
  - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.
  - d) Completion of NISM Certification in Mutual Fund is mandatory for all the students of the batch. These exams will be conducted at NIIT University campus/online. The exam fee will be borne by the students themselves and will be reimbursed on joining the Bank, to only those who successfully complete the certification exam during their campus training.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the “**POST-GRADUATE DIPLOMA IN BANKING SERVICES**” from NIIT University. **Accordingly, you will be absorbed in the Bank in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank’s discretion. The role offered by Axis Bank via this program will constitute of selling banking & financial products to the bank’s existing and new customers.**

**The allocation of branches / offices of the Bank during Internship and at the time of final posting as employee (OJT /On the Job Training period is the first 5 months from the time of your joining as**

**employee) will be as per the business requirements of the Bank and the vacancies available at the time of posting. The bank cannot guarantee posting as per the preferred location of the candidate. No location change/transfer requests/change in role will be taken until you have completed 2 years in given posting/role.**

6. While in the Program you will be eligible for a Stipend as mentioned below:
  - a) During the 4 months of on Campus training: **Rs.5,000/- per month** (all inclusive)
  - b) During the 3 months of Internship at Axis Bank Branches: **Rs.24,491/- per month** (all inclusive)
  - c) During the 5 months of OJT at Axis Bank branches: CTC as mentioned in **Annexure A**
7. The course fees payable to NIIT IFBI, for this one-year Full-time Post Graduate Diploma Course is Rs. **2,80,000/- (Rupees Two Lakhs Eighty Thousand) including GST** as applicable. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to **Annexure B**)

The fee amount is all inclusive, covering course fees, course material, tablet, boarding and lodging during the four months on-campus period but exclusive of any out-of-pocket expenses.

**Please note that the course fee is paid towards the ABYB program to NIIT IFBI and not to Axis bank for getting a guaranteed job.** Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after enrollment, as notified by NIIT IFBI.
8. All students are required to pay Rs. 2,500/- as admission fee (non-refundable) at the start of admission process. Only after you complete your Admission at NIIT IFBI, this admission fee will be adjusted against the Term I fee.
9. As a Part of the Axis Bank Young Bankers Program, the Code of conduct and Rules of the Program will be binding on you. These will be applicable to you both on and off the Campus.
10. A copy of the Student Handbook will be provided to you. The Important rules that govern your stay in the campus and as a part of the program are explained therein. Any other applicable rules will be displayed on the notice boards for the students on the campus. During the 4 months study on the campus acts of indiscipline shall attract suitable Disciplinary action including dismissal from the course.
11. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits as stipulated within the one-year course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.



12. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the admission letter duly signed by you, at the time of reporting for the program at the NIIT University, Neemrana.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



**Anand Bardhan**  
**Senior Vice President**  
**Human Resources**

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at Bangalore)

**Annexure A: Grade & Indicative Compensation Breakup**

<b>COMPENSATION</b>	<b>CTC (PA)</b>
Fixed Cash+Retiral	3,20,440
Loan Benefits	69,084
Value of Insurance benefit	11,494
Performance Bonus	45,000
<b>Total Gross CTC*</b>	<b>4,46,018</b>

**Please Note:**

- The Total Gross CTC shown above is the minimum CTC. i.e. for Tier 6 cities.
- Your proposed monthly gross salary (Fixed Cash + Retirals) will be approximately Rs. 26,700. **Please note, this is before any deduction towards Income Tax, Loan EMI, Insurance Premium, Retirals (PF/Gratuity), or any other miscellaneous deductions.**
- Retirals are non-cash benefits.
- Staff Loan Benefits are non-cash benefits. The figure indicated is the Staff Loan value, which can be availed subject to the candidate being a confirmed employee. Staff loans will be applicable as per the designation/grade eligibility and terms of the employment.
- The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with the appointment and fulfillment of requirements of the Insurance Company.
- Performance Bonus is a lumpsum amount that an employee receives after the performance appraisal cycle. Rs 45,000 is indicative of the highest possible performance bonus an individual can get. Final performance bonus received is subject to the individual's performance and the Bank's performance. Please note this is subject to you being a confirmed employee.
- The above CTC break up is exclusive of Location Pay which would be paid over & above Fixed Cash+Retirals depending on the location of posting. This may change basis the Tier of the city.
- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

**ANNEXURE B: Fee Structure and Admission Process for joining the Young Bankers Program**

**1: Payment of Fees**

- You may choose to fund the fee for the course yourself or apply for Education Loan from Axis Bank. In case of Education Loan, bank will disburse the total fee amount and not in instalments as mentioned in the below table.

**Course Fee structure is appended below for your reference.**

<i>Term</i>	<i>Fee Components</i>	<i>Fee</i>	<i>GST</i>	<i>Total</i>	<i>Payment Schedule</i>
1	Tuition Fee	1,20,119	21,621	1,41,740	In Advance on or before the Commencement of 1st Term
2	Tuition Fee	1,17,169	21,090	1,38,259	In Advance, 15 days before the Commencement of 2nd Term
	<b>Total Fee</b>	<b>2,37,288</b>	<b>42,712</b>	<b>2,80,000</b>	

\* The total fee payable is subject to change basis the revision in GST. The above figures are calculated basis the prevailing rate of 18%.

**2: Initiation of Pre joining formalities**

- Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the declarations and background verification process. The bank will be advising you the details on your registered e-mail ID. These formalities can be completed post your reporting at NIIT University Campus at the time of joining the Bank.

### **3: Completing the Background Verification Process**

- You will receive an email for Background Verification Process.
- Kindly adhere to all the steps and enter correct details & upload all supporting documents.

### **4: Commencement of the Program**

- The program will start soon. NIIT IFBI will communicate the exact date in due course.
- Please note that no traveling expenses towards joining the program shall be reimbursed by the Bank.

**NOTE : NIIT IFBI will inform the exact date of reporting to campus along with the detailed guidelines especially due to the prevailing Covid -19 situation. On receipt of these instructions, you may plan your date of travel to the NIIT University campus, Neemrana.**