



**BHARATI VIDYAPEETH'S**  
**COLLEGE OF ENGINEERING, KOLHAPUR.**  
**CAMPUS SELECTION FOR THE YEAR 2018-19**

Sr. No	NAME OF STUDENT	Y.O.P	BRANCH	COMPANY NAME	PACK AGE LAC / ANNU M
1.	Ms.JijaPisal	2019	CSE	ITC InfoTech Limited	4.5
2.	Ms.Tejasuni Barge	2018	CSE	Infosys	4.5
3.	SanhitaPatil	2019	ETC	Vraio Solutions,Bangalore	2.4
4.	SurajAbdar	2019	ETC	Vraio Solutions,Bangalore	2.4
5.	Aarti Yadav	2018	CSE	Indigo Airlines Pune	2.4
6.	Swapnil Pandharpatte	2018	ETC	Automation PLC	4.0
7.	KalyaniChougule	2018	CSE	Accenture	4.0
8	NileshJadhav	2018	ETC	Sankhya Labs Bangalore	3.0
9	GovindYadhav	2017	ETX	AK aerotek Software	3.0
10	Mohini Mali	2018	ETC	TCOGNITION Kolhapur	1.2
11	RutujaZirmite	2018	ETC	TCOGNITION Kolhapur	1.2
12	VidyashriJadhav	2018	CSE	TCOGNITION Kolhapur	1.2
13	Apara Pol	2018	ETC	TCOGNITION Kolhapur	1.2

14	Chetana Jain	2019	CSE	TCOGNITION Kolhapur	1.2
15	Aadesh Nichite	2019	CSE	TCOGNITION Kolhapur	1.2
16	OmkarBhogam	2019	ETC	TCOGNITION Kolhapur	1.2
17	SmitaPatil	2019	CSE	Webtek Technologies	2.4
18	Anikiet Mane	2018	MECH	Kirloskar Brothers Limited	2.4
19	AmrapaliPatil	2018	MECH	TCS	4.0
20	AkshayNakudkar	2019	MECH	Dunung Brothers Kushire	1.8
21	BabasahebShetke	2018	MECH	Godrej Limited	3.6
22	Sushant Pundikar	2018	ETC	SkyLark Kolhapur	1.2
23	RohitNavanath Kadam	2018	MECH	Sintercom India ltd. Pune	
24	VishwajeetKamble	2019	CSE	AMAZON	2.4
25	RushabhDhende	2019	Civil	AMAZON	2.4
26	ShubhamDeshmukh	2019	CSE	SMECORNER Mumbai	4.0
27	VishwajeetKamble	2019	CSE	Just dial Mumbai	3.6
28	PrajaktaAayarekar	2019	CSE	Network Labs Bangalore	1.8
29	Akash Chavan	2019	ETC	Network Labs Bangalore	1.8
30	AishwaryaSurve	2019	CSE	Network Labs Bangalore	1.8
31	Mayuri Kadam	2019	ETX	Network Labs Bangalore	1.8
32	UjwalaTeli	2019	ETX	Network Labs Bangalore	1.8

33	Aadesh Nichite	2019	CSE	Network Labs Bangalore	1.8
34	Manasi Swami	2019	CSE	Network Labs Bangalore	1.8
35	Priyanka Patil	2019	ETC	Network Labs Bangalore	1.8
36	PreetamKolekar	2019	CSE	Network Labs Bangalore	1.8
37	AkshayJadhav	2019	ETC	Dhoot Transmission Pune	1.44
38	ShitalShinde	2019	ETC	Dhoot Transmission Pune	1.44
39	NilofarWalikar	2019	ETC	Dhoot Transmission Pune	1.44
40	Pooja Shirke	2019	ETC	Dhoot Transmission Pune	1.44
41	OlintaGhonsalis	2019	ETC	Dhoot Transmission Pune	1.44
42	PranaliKurahde	2019	ETC	Dhoot Transmission Pune	1.44
43	Prerana Kulkarni	2019	ETC	Dhoot Transmission Pune	1.44
44	AnkitaJadhav	2019	ETC	Dhoot Transmission Pune	1.44
45	Priyanka Kamble	2019	ETC	Dhoot Transmission Pune	1.44
46	VaibhavMagdum	2018	ETC	UST Global	3.0
47	UjwalaTeli	2019	ETX	Dhoot Transmission Pune	1.44
48	Mayuri Kadam	2019	ETX	Dhoot Transmission Pune	1.44
49	AishwaryaSurve	2019	CSE	QSPIDERS, PUNE	2.4
50	Priyanka Patil	2019	CSE	QSPIDERS, PUNE	2.4
51	Mansi Swami	2019	CSE	QSPIDERS, PUNE	2.4

52	SnehalChougule	2019	IT	QSPIDERS, PUNE	2.4
53	Sunil Wadar	2019	ETC	QSPIDERS, PUNE	2.4
54	SharvariPatil	2019	ETC	QSPIDERS, PUNE	2.4
55	Neel Desai	2019	ETC	QSPIDERS, PUNE	2.4
56	AkshayJadhav	2019	ETC	QSPIDERS, PUNE	2.4
57	Mayuri Kadam	2019	ETX	QSPIDERS, PUNE	2.4
58	MahanteshKoli	2019	MECH	QSPIDERS, PUNE	2.4
59	ShubhamDeshmukh	2019	CSE	SME CORNER.COM	4.5
60	Prasad Kale	2019	MECH	SkyLarkTech,Kolhapur	1.2
61	ShriyaKaranjkar	2019	CSE	SkyLarkTech,Kolhapur	1.2
62	ShivrajMohite	2019	CSE	SkyLarkTech,Kolhapur	1.2
63	ShubhamToraskar	2019	CSE	SkyLarkTech,Kolhapur	1.2
64	RushabhDhende	2019	CIVIL	SkyLarkTech,Kolhapur	1.2
65	Sourav Kadam	2019	MECH	SkyLarkTech,Kolhapur	1.2
66	PreetamKolekar	2019	CSE	SkyLarkTech,Kolhapur	1.2
67	Deepak Korane	2019	CSE	SkyLarkTech,Kolhapur	1.2
68	Amir Shaikh	2019	CSE	SkyLarkTech,Kolhapur	1.2
69	VishwajeetJadhav	2019	MECH	SkyLarkTech,Kolhapur	1.2
70	Shadal Jamadar	2019	CSE	SkyLarkTech,Kolhapur	1.2



71	Akash Suryawanshi	2019	MECH	SkyLarkTech,Kolhapur	1.2
72	Sushant Pundikar	2018	ETC	SkyLarkTech,Kolhapur	1.2
73	Prasad Kale	2019	MECH	SkyLarkTech,Kolhapur	1.2
74	Mohini Mali	2018	ETC	SkyLarkTech,Kolhapur	1.2
75	Swarupa Kale	2019	CSE	SkyLarkTech,Kolhapur	1.2
76	Dinesh Patil	2019	CSE	SkyLarkTech,Kolhapur	1.2
77	MukundPatil	2019	CIVIL	ISTC, Pune	1.9
78	Chetan Karande	2019	CIVIL	ISTC, Pune	1.9
79	RushikeshDhere	2019	CIVIL	ISTC, Pune	1.9
80	KolgavkarRohit	2019	CIVIL	ISTC, Pune	1.9
81	BagwanAkib	2019	CIVIL	ISTC, Pune	1.9
82	MulikOmkar	2019	CIVIL	ISTC, Pune	1.9
83	SoyafTashildar	2019	ETC	ISTC, Pune	1.9
84	TusharSutar	2019	ETC	ISTC, Pune	1.9
85	PramodDongale	2019	ETC	ISTC, Pune	1.9
86	OmkarBhogam	2019	ETC	ISTC, Pune	1.9
87	surajdinde	2019	ETC	ISTC, Pune	1.9
88	Aadesh Nichite	2019	CSE	Capgemini Pune	4.0
89	surajdinde	2019	ETC	Iquo consulting Mumbai	2.1

**Total Number of Students Selected for the Year 18-19: 89 Students**

**Branch wise selection:-**

1. E&TC Engineering : 32 Students
2. CSE Engineering : 31 Students
3. MECH Engineering : 11 Students
4. ETX Engineering : 05 Students
5. Civil Engineering : 08 Students



**TPO**



**Principal**

**Student Selected at Webtech Developers Pvt. Ltd., Kothrud**

1 message

HR <hr@webtechdevelopers.com>  
To: tpo.bharati@gmail.com  
Cc: SGI TPO <tpo@sginstitute.in>

Fri, Jan 18, 2019 at 3:55 PM

To,  
Placement Officer,  
Bharati Vidyapeeth College of Engineering Kolhapur.

Dear Sir/Madam,

Following candidate has been selected as a trainee Developer at Webtech Developers Pvt. Ltd.

Sr. No.	Name
1	Smita Patil

Please do not send him to other companies.

Hope to find some more good candidates next time.

Thanks & Regards, 

H.R. Manager

Webtech Developers Pvt. Ltd, Pune.

Phone: 8208461584.

<http://www.webtechdevelopers.com> Please consider the environment before printing this email

Disclaimer Info:

Information contained and transmitted by this E-MAIL is proprietary to 'Webtech Developers Pvt. Ltd.'

and is intended for use only by the individual or entity to which it is addressed, and may contain

information that is privileged, confidential or exempt from disclosure under applicable law.



Development Centre  
(India) Private Limited

LETTER OF INTENT

Date: 15/02/2019

Name: Rushabh Rajendra Dhende

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** on a **Fixed Term Employment** for term less than 12 months at Pune facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,70,845 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.



LETTER OF INTENT

Date: 15/02/2019

Name: VISHWAJEET RAJARAM KAMBLE

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Pune** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 2,00,995/- (Rupees Two Lakhs Nine Ninety Five), payable as per the following structure:

1. Annual Base Pay of INR 1,70,845 per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 30150 per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Deferred Bonus and Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Vector  
VECTOR India Pvt. Ltd.

Mar-2019



ISO 9001:2015

S. Sonawane  
Placement Officer,  
Bharati Vidyapeeth College of Engineering (BVC) Kolhapur  
Near Chitranagari  
Morewadi  
Kolhapur - 416013  
Maharashtra

Dear Sir/Madam,

**SUB: Placement Update of your students trained in Embedded Sys at VECTOR, HYD/ BLR/ CHEN**

Hope you are fine and doing well.

We are glad to acknowledge that the following student of your college have been placed in reputed Embedded Sys company through the campus selection at Vector Institute (HYD/BLR/CHEN):

Student Name	YOP	Branch	Placed in	Photo
VAIBHAV LAXMAN MAGADUM	2018	ECE	USTGlobal	

This candidate had been trained on **Embedded Sys** for 6-months at our Hyderabad/Bangalore/Chennai campus after clearing the All India Entrance Test.

Check Campus Placement Record at: [http://www.vectorindia.org/placement\\_record.html](http://www.vectorindia.org/placement_record.html)

**Next All India Entrance Test: 19<sup>th</sup> MAY 2019**

Students can apply online at [www.vectorindia.org](http://www.vectorindia.org)

**Course Modules:**C,C++,Linux Internals,TCP/IP,N/W Prog,RTOS,8051,RASPBERRY PI,Embedded C  
**Few Top Notch Companies hired Embedded Trained candidates from Vector are:**Sony, Robert Bosch, Hyundai R&D, SHARP, Sasken, Wipro, HCL, NXP, Rockwell Collins, L&T EmSys and many more.....

**Highest package so far:15.4LPA, Average Package: 3.0LPA**

Thanking you.

Regards

Vector Team  
Hyderabad || Bangalore || Chennai

**Hyderabad :**

#502, Naga Suri Plaza, Ameerpet, Hyderabad - 500038

Tel: 91-40-2373 6669 | [info@vectorindia.org](mailto:info@vectorindia.org)

**Bangalore :**

#33/49 , 27th Cross, 12th Main, 4th Block, Jayanagar, Bangalore - 560 011

Tel: 91-80-2654 6474 | [info.blr@vectorindia.org](mailto:info.blr@vectorindia.org)

**Chennai :**

179, 1st Main Road, Nehru Nagar, Perungudi, Chennai - 600096.

Tel: 91-44-2454 3969 | [info.chen@vectorindia.org](mailto:info.chen@vectorindia.org)



# VECTOR India Pvt. Ltd.

21-Dec-2018

To  
Mr. M. S. Sonawane  
The Placement Officer,  
Bharati Vidyapeeth College of Engineering (BVC) Kolhapur  
Near Chitranagari  
Morewadi  
Kolhapur  
416013



ISO 9001:2015

Dear Sir/Madam,

## **SUB: Placement Update of your students trained in Embedded Sys at VECTOR, HYD/ BLR/ CHEN**

Hope you are fine and doing well.

We are glad to acknowledge that the following students of your college have been placed in reputed Embedded Sys companies through the campus selection at Vector Institute

Student Name	YOP	Branch	Placed in	Photo
NILESH SUNIL JADHAV	2017	ECE	Saankhya Labs	
GOVIND ADHIKARAO YADAV	2017	Electronics	AK Aerotek Software	

These candidates had been trained on **Embedded Sys** for 6-months at our Hyderabad/ Bangalore/ Chennai campus after clearing the All India Entrance Test.

Check Campus Placement Record at: [http://www.vectorindia.org/placement\\_record.html](http://www.vectorindia.org/placement_record.html)

### **Vector Highlights:**

- Awarded the "Best Embedded Sys training Institute in India" consecutively for 3 years.
- Admissions through All India Entrance Test conducted every 3-months across 26-cities in India.
- 423-MNCs hired during NOV2017 to NOV2018.

## **Next All India Entrance Test: 17<sup>th</sup> FEB 2019**

Students can apply online at [www.vectorindia.org](http://www.vectorindia.org)

**Course Modules:** C,C++,Linux Internals,TCP/IP,N/W Prog,RTOS,8051,RASPBERRY PI,Embedded C  
**Few Top Notch Companies hired Embedded Trained candidates from Vector are:** Sony, Robert Bosch, TataPower, Hyundai R&D, SHARP, Honeywell, Sarsen, Wipro, HCL, NXP, WABCO, Valeo, Rockwell Collins, L&T EmSys, and many more.....

**Highest package so far:13.6LPA,**  
**Average Package: 3.0LPA**

The placement cell will keep you posted on the placement status of your students at Vector.

### **Hyderabad :**

#502, Naga Suri Plaza, Ameerpet,  
Hyderabad - 500038

Tel: 91-40-2373 6669

Email: [info@vectorindia.org](mailto:info@vectorindia.org)

### **Bangalore :**

#33/49 , 27th Cross, 12th Main, 4th Block,  
Jayanagar, Bangalore - 560 011

Tel: 91-80-2654 6474

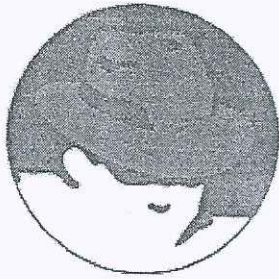
Email: [info.blr@vectorindia.org](mailto:info.blr@vectorindia.org)

### **Chennai :**

179, 1st Main Road, Nehru Nagar,  
Perungudi, Chennai - 600096

Tel: 91-44-2454 3969

Email: [info.chen@vectorindia.org](mailto:info.chen@vectorindia.org)



redhat.<sup>®</sup>  
L I N U X

Date: 06<sup>th</sup> September '2018

To,

Mr. Rakesh Patelsingh Choudhary

Sub: Job Offer for COE Post at Gurugram

Dear Mr. Rakesh Patelsingh Choudhary,

Greetings from red hat India!!

Further to your application & subsequent interviews you had with us, we are pleased to give you an offer letter with designation Cloud Operative Engineer the following terms & conditions –

1. You will be designated as **Cloud Operative Engineer** and will be based at Delhi/NCR presently you would be situated at red hat India, pune [however the company reserves the right to transfer you to Gurugram city, where, it is running operations/offices].
2. You will be Paid **10,80,000 INR P.A.**; The Salary Breakup is attached for your reference.
3. This offer is a provisional offer will confirm after SAP ID creation.

we are delighted to send you this offer to be approved and signed from you in order to start the job from **April 2019**. We look forward to join our company in order to work with you

Warm Regards,  
For Red Hat India

  
Abhijeet Roy

Regional Manager-Learning Services (North & East)

redhat.<sup>®</sup>

*Forwarded to  
Prof. M. S. Sonawane  
July  
19/09/18*



subsequent month (e.g. Rs. 1,000 for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). For those locations where Meal Coupons facility is not available, the same will be added to Supplementary allowance and paid along with salary after applicable tax.

2) Medical Insurance for Self/Family (Spouse, 2 dependent children up to age of 24 years) will be covered under Company's Health Insurance scheme, with a sum insured value of Rs. 300,000 per annum. Option to cover parents on payment of associated premium by employee with attractive benefits. You will be covered as per the Company's - Group Accident Insurance Policy for a sum insured value of Rs. 1,000,000.

3) Medical Expenses - You will be entitled for the payment of medical expenses for self and family members per the company's policy, for Rs. 1,250 per month as part of salary. Your grade based eligibility shall be prorated from the month of joining.

4) Leave Travel Allowance of Rs. 11,000 per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.

5) Performance Effectiveness Pay (PEP) - is payable at the sole discretion of the management of the company taking into account the individual, team and company performance as the case may be and paid annually. It is governed by the applicable policy of the company in this regard. At your grade, you are entitled to PEP not exceeding 20% of the Consolidated Salary (Basic Salary) earned for the accounting year. PEP Payout will not be part of salary for purpose of calculating separation/retirement benefits.

6) ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto Rs. 1,250 per annum. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.

7) Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.

Yours faithfully,

**ITC Infotech India Limited**

*Handwritten signature and date:*  
08/01/19

**Akash Dongale**  
**Pune**

**Dear Akash,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant**, in **G12** on the following terms and conditions:

Your Employee Code is **10068241**.

### **Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **04-09-2018** and your place of posting is **Kolhapur**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### **Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. 259000 (Two lakh fifty nine thousand only)**.

The details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.17000 /-p.m.	102000
2	Revised Salary - After Six Months*	Rs.20000 /-p.m.	120000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
3	End of 6 Months - One month Salary	17000	17000
4	End of 12 Months - One month Salary	20000	20000
	<b>Total CTC per annum</b>		<b>259000</b>

\* **Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the **end of 6 months** and **12 months** after successful completion of probation in writing.

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

## **Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

## **Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

## **Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

## **Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

## **Termination of Employment**

Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof.

Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy.

If you leave the employment of the company without giving the required notice as per Notice Period Policy, then you will have to pay the payment in lieu of notice period, otherwise, we shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

In case of absconding or unauthorized absence from work or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the company.

## **Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## **Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

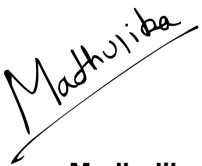
## **General**

Please note that individual salary is a confidential matter and not to be discussed with any other employee.

You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions contained therein.

Yours sincerely,  
For Just Dial Ltd.



**Madhulika Singh**

**Head - Human Resources, Pune**

## Annexure:-

### Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Akash Dongale	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	04-09-2018	
CTC	259000/- per annum	
Pay structure	CTC	Revised CTC
<b>Fixed Components</b>		
Basic	5100	6000
House Rent Allowance (HRA)	3060	3600
Departmental Allowance	2125	2500
Desk Allowance	2125	2500
Personal Allowance	1883	2215
<b>Salary (C1)</b>	<b>14293</b>	<b>16815</b>
<b>Statutory Components</b>		
Employer PF Contribution	612	612
Employer ESIC Contribution	679	799
<b>Benifits(c2)</b>	<b>1291</b>	<b>1519</b>
<b>Reimbursements</b>		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
<b>Reimbursements(c3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>1416</b>	<b>1666</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>20000</b>
<b>Deductions</b>		
Employee PF Contribution	612	720
Employee ESIC Contribution	251	295
<b>Total Deductions (b)</b>	<b>863</b>	<b>1015</b>
<b>Net Take Home {a - b - C2}</b>	<b>14846</b>	<b>17466</b>
<b>Total CTC</b>	<b>17000</b>	<b>20000</b>

\* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,

For Just Dial Limited



Madhulika Singh

Head - Human Resources, Pune



**Mr. Sourabh Patil**  
S/O Sunil Balaso Patil,  
718, A Ward, Timbar Market,  
Shivaji Peth, Karvir,  
Kolapur - 416012..

**Subject: Offer for the Position of Executive- Operations**

**Dear Mr. Patil,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position **Executive- Operations** at **Chakan (West)** location. You will be given a Letter of Appointment having all the terms and conditions on your joining.

Your salary details are as per attached Annexure A.

Your appointment is subject to:

1. Your joining the services of the company on or before **16-July-2018**.
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. We are receiving satisfactory reports from your references.

You need to submit following documents on the day of joining:

Three Passport Size Photographs, Birth Certificate, Educational Certificate ( SSC, HSC, Graduation, PG, etc.), Service Certificate & Reliving Letter of last 2 employers, PAN card, Permanent Address Proof.

You will be on probation for a period of Six months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with two week's notice on either side. However, completion of Six months of probation does not entitle you or result in automatic confirmation of your employment, unless the Company confirms your employment in writing.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

**For Mahindra Logistics Ltd.**



**Athmarama Shetty**  
**Senior Manager -HR**  
**Jul 14, 2018**

**STRICTLY PRIVATE AND CONFIDENTIAL**

22 March 2019

Shubham Deshmukh  
F-27/32, Sector 12  
Kharghar Panvel  
Raigarh- 410210  
Telephone: 9869067342

Dear Shubham,

**SUBJECT: OFFER CUM EMPLOYMENT LETTER**

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at **Digikredit Finance Limited ("SMEScorner")** on the following terms:

**1. DESIGNATION & BAND**

You will be designated as "**Software Engineer**" at "**E01**".

**2. PERIOD OF EMPLOYMENT**

- 2.1. Your employment will commence on or before **2-June-2019** and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. Your probation period will be 3 months from your **Date of Joining**. If no separate email communication regarding probation extension is communicated to you within 15 days of completion of initial probation period, then you will be deemed confirmed.
- 2.3. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60<sup>th</sup> (sixtieth) birthday falls.

**3. HOURS AND PLACE OF WORK**

- 3.1. You shall be based in our **HO-Mumbai** but may be required to serve the Company, Group company, subsidiary in any place existing or which may come up in existence in future within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

**4. SALARY**

- 4.1. Your Fixed Annual CTC will be **Rs. 400,000/-** (Rupees **Four Lakh** only) per annum. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.



- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period, Incentives, Performance Bonus) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

## **5. TERMINATION OR RESIGNATION FROM SERVICE**

- 5.1. The employment can, subject to the policies of the Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **90** (Ninety) days' written notice to the other party. The notice period of **90** (Ninety) days is part of the Employee Separation Policy which is available for your reference on the Company's HRMS Portal. In case of employee resigns in the probation period he has to serve **90** (Ninety) days of notice period.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Glassdoor, Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.
- 5.5. Termination in case of Disciplinary Issues can be issued by the organization without giving any notice. In such a scenario the employee may be asked to leave immediately.

## **6. ANNUAL SALARY REVISION**

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization between the months of April to 3<sup>rd</sup> Oct, will be eligible for a salary review in the next performance cycle (in April of next calendar year) for the full year. Those joining on or after 3<sup>rd</sup> October, will not be eligible for annual increment in the current cycle.

## **7. ANNUAL PERFORMANCE PAY/ INCENTIVE**

- 7.1. You will be eligible to participate in the Company's performance bonus/variable pay programs/ incentive schemes/ Contests as per the eligibility decided by the company. The payment under these program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.



- 7.4. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.

**8. COMPANY POLICIES AND PROCEDURE**

- 8.1. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.2. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Portal. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

**9. FALSE RECORDS**

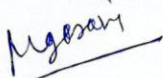
If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, you will be liable for termination without notice.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to **Digikredit Finance Limited (SMEScorner)**, and wish you a very successful career with us.

For **DIGIKREDIT FINANCE LIMITED**,



Mansi Gosavi  
Manager-Human Resource  
**Authorized Signatory**

Encl: Annexure

*I have fully read and understood the terms of this Employment Letter.  
I accept the same on the above terms and conditions, and as  
appointed, I agree to abide by the rules and regulation of the company  
and will be joining on \_\_\_\_\_.*

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



Detailed Salary Structure

22 March 2019

Name : Shubham Deshmukh  
Grade : E01  
Designation : Software Engineer

PARTICULARS	Annually	Monthly
Basic	160,000	13333
House Rent Allowance	80000	6667
Personal Pay	116800	9733
Statutory Bonus	24,000	2,000
Contributory Provident Fund	19200	1600
<b>Total CTC</b>	<b>400000</b>	<b>33333</b>
<b>Gross Pay</b>		<b>31733</b>

\*The exact sum of all elements may mismatch up to Rs.10/-

**Other Benefits:**

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.
- If your employment is terminated by you for any reason prior to completion of eighteen months of services, then you will pay back to the Company the entire relocation expense paid by the Company.
- You would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 200000/- (Rupees Two Lakhs Only)**
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 200000/- (Rupees Two Lakhs Only)** the premium for which will be borne by the Company.

Your Name and Signature, confirming acceptance of the above terms and conditions

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

Date:



SYNTEL PRIVATE LIMITED  
SEZ - Unit  
(Syntel - Special Economic Zone)  
Plot No. B-1/B2, Software Technology Park,  
Dehu - Alandi Road, MIDC Talawade, Tal -  
Haveli,  
Pune - 412 114 India  
Tel: 91 020 40701000  
Fax: 91 020 40781100

**Date: 23<sup>rd</sup> October 2018**

**Intent to Offer**

**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Kalyani Sunil Chougule,  
Syntellect ID: SBEC1818558

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with Syntel nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

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



Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Syntel family and look forward to a very fruitful association with you.

Yours Sincerely,  
**For Syntel Pvt. Ltd,**

**Adarsh Krishna**  
**Head – Global Recruitment**

**I have read this Offer of Intent and accept the stipulated terms and conditions.**

---

**Signature**

**ANNEXURE A**

**SALARY DISTRIBUTION**

<b>Name : Kalyani Sunil Chougule</b>			
<b>Designation : Associate Consultant</b>			
<b>Band : AC1</b>			
<b>Pay and Allowances</b>	<b>%</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)		1,500	18,000
Special Allowance (D)		2,830	33,960
City Allowance (EE)		903	10,840
Bonus (F)		2,000	24,000
Co.'s Contribution to PF (G)		1,800	21,600
Transport Expenses		1,600	19,200
Medical Reimbursement Expenses		1,250	15,000
<b>Sub-Total - I (H)</b>	<b>100%</b>	<b>25,433</b>	<b>305,200</b>
<b>Reimbursements and Other Benefits</b>			
Leave Travel Assistance		400	4,800
<b>Sub-Total - II</b>		<b>400</b>	<b>4,800</b>
<b>Total Compensation (I + II)</b>		<b>25,833</b>	<b>310,000</b>

**ANNEXURE B**

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184789260/Pune**  
**Date: 23/11/2018**

Ms. Vaibhavi Pravin Rendalkar  
217/7 ,A Ward ,Atharva Apt.,Flat No.4,Dudhali,Kolhapur,  
Hari Mandir,  
Kolhapur-416012,  
Maharashtra.  
Tel# 91-7218913608

Dear Vaibhavi Pravin Rendalkar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20184789260**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

**TCS Confidential**

**TCSL/DT20184789260**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

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

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**TCS Confidential**

**TCSL/DT20184789260**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Vaibhavi Pravin Rendalkar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<b>Ahmedabad</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services Infocity, Info Tower 1, 5 <sup>th</sup> Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	<b>Bangalore</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
<b>Chennai</b> <b>Lead- Talent Acquisition</b> Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	<b>Delhi</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services 5 <sup>th</sup> Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
<b>Hyderabad</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	<b>Kolkata</b> <b>Lead-Talent Acquisition</b> TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
<b>Lucknow</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	<b>Mumbai</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane( West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
<b>Pune</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	<b>Thiruvananthapuram</b> <b>Lead - Talent Acquisition</b> Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.





## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.





Date: February 08, 2019

**Ref :TTLAP/2019**

To,

**Ms. Amrapali Madhukar Patil**

261/39,Sweta Building,Gauri Nandan Park,

Opp Ruikar colony,

Kolhapur-416005

**LETTER OF APPRENTICESHIP TRAINING**

**Dear Ms. Amrapali Madhukar Patil,**

With reference to your application & subsequent interviews you had with us, we take the pleasure in offering you training as a “**Graduate Apprentice Trainee**” w.e.f. February 19, 2019 with the following terms & conditions:

Your training shall be for a period of **One (01) year** i.e. from **February 19, 2019** to **February 18, 2020** at Pune and will end automatically on February 14, 2019. At the time of training you will be paid consolidated stipend of **Rs. 10,000/-** (Rupees Ten thousand only) per month inclusive of conveyance Allowance.

1. During the course of training, you will abide by guidelines and instructions issued by the Company, Board of Apprenticeship Training (“BOAT”) & their Officers. The course of your training will be decided by the Company
2. On completion of your training period, your services are liable to be terminated. No separate letter of termination would be issued on completion of the training period and you would be relieved automatically.
3. During the training, you are liable for relocation at short notice to any dept. or to any liaison office, works etc., belonging to the Company either existing or created in future with engagement details outlined herein continue to apply. However, you shall be required to adhere to the practices & regulations, as prevalent at such place.
4. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly understood that we reserve to ourselves the absolute right to allot you any type of duties whatever consistent with the work requirements and the nature of your training.
5. The letter of training is being issued to you on the clear understanding that there is nothing on your past record which would have prevented the management from offering you employment. If, however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the management is false or if you have willfully suppressed any material information, in such a case you will be liable to be removed from the service of the company forthwith without any notice.

**TATA TECHNOLOGIES**

Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095



6. In the event, you desire to take any educational course, it shall be binding on you to inform the company regarding the same.
7. You shall make your own arrangements for attending training at any place of the Company.
8. You will be required to attend the training in any shift.
9. This Apprenticeship will not confer any right or entitlement for claiming absorption against any regular vacancy when it occurs.
10. A) You will be responsible for safe custody and return the company assets in good condition and return the same on completion of your training period  
B) The Company reserves the right to deduct/recover the monetary value of all or any such items in-case of mishandling, damage, misuse or theft attributed to you.
11. The Company reserves the right to terminate your training summarily, without any notice, in the event of any of the following:
  - a. Performance not meeting required level
  - b. Indiscipline or misconduct or unauthorized absenteeism
  - c. Breach of any of the conditions mentioned in the Appointment Letter/Deed of Apprenticeship
12. You shall not at any time without the consent of the Company in writing, disclose, divulge or make public except under legal obligations, any of the policies, processes and dealings of the Company where the same may be confided or become known to you in the course of your training.
13. The Company, during your Apprenticeship being a full time engagement, shall not allow you to engage in or be concerned with, directly or indirectly in any business, work or activity other than that of the Company or commit any act prejudicial to the interest of the Company and/or its business.
14. You are required to give self-undertaking that you are fit for training.
15. You should keep the Company informed about any change in your local and permanent addresses, your marital status and details of members of your family
16. You will be issued with an identity card having your photograph, which shall be displayed by you as specified by the management, throughout your presence in the Company's premises.
17. You will be entitled for leaves as per the Apprentice Act. In case you remain absent without any prior intimation, the Company reserves the right to deduct your stipend for that period of absence.



18. You will be covered under company's Group Medical insurance, Group Personal Accident and Group Term Life insurance policy for self. The premium towards the same would be borne by company.
19. You will not without the consent of the management disclose or divulge or make public except on legal obligations any information regarding company matters and demonstrate on research carried out whether the same be confined to you or become known to you during your services or otherwise.
20. You shall observe strict secrecy regarding the business of the company and shall not divulge directly or indirectly or disclose to any person any affairs or any information regarding the company. You shall also not publish any written articles or deliver any talk or give any interview on any subject related to the company.
21. You shall adhere to the safety rules, practices and regulations enforced and use all Personal protection aids given to you. Non-adherence to safety rules is considered as misconduct.
22. If you agree to the above terms & conditions, please return the duplicate of this letter duly signed by you confirming your acceptance.

Thanking You,

Yours Truly,

**For Tata Technologies Limited**

**Rahul Verma**  
**Head - Global Rewards & Performance**

**I have received a copy of this Apprenticeship Training letter. I have fully understood the contents therein. I am signing this letter as a token of my having expected all the terms of condition mentioned therein and do hereby declare that all the terms and condition stated therein shall be fully binding on me.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**TATA TECHNOLOGIES**

Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095



## WEBTECH DEVELOPERS PVT. LTD.

Regd. Office 718, Siddharth Towers, Building 1, Kothrud, Pune - 411029

• Phone : 8208461584, 7887858535 • Web : [www.webtechdevelopers.com](http://www.webtechdevelopers.com)

Email : [accounts@webtechdevelopers.com](mailto:accounts@webtechdevelopers.com)

### Offer letter

**Date:** 18<sup>th</sup> January 2019

Ms. Smita Patil,

Congratulation!

We are pleased to inform you that you have been selected for employment in our company, subject to successful completion of your sponsored project.

Your joining date will be 3<sup>rd</sup> June 2019. You will be given 3 months training. Your training period will be complete on 2<sup>nd</sup> September 2019. During training you are evaluated on the following items:

- Ability to learn quickly.
- Ability to present the work you have completed.
- Ability to follow directions.
- Work ethics.
- Professionalism.

You will get stipend of Rs. 10,000/- per month during the training period. After successful completion of training you will receive salary with CTC of Rs. 3.25 Lac Per Annum.

We take this opportunity to welcome you to the Organization and hope that your association with us will prove to be of mutual benefit.

Normal working hours

Monday to Friday 8:30AM – 6:30 PM

One Saturday per month 8:30 AM – 6:30 PM

There are two lunch breaks 1:00 PM - 1:30 PM and 1:30 PM – 2:00 PM.

You will be informed verbally which lunch to take.

Yours faithfully,

**WEBTECH DEVELOPERS PVT.LTD.**

**Accepted,**

Authorized Signatory



(Ms. Smita Patil)

**CIN - U72200PN2000PTC015033**





## **APPOINTMENT LETTER**

**February 22, 2019**

**Ms. Amrapali Madhukar Patil**

"Swetabuilding, Gauri Nandan Park,  
Near Patolewadi Opp Ruikar Colony,  
Kolhapur- 416005  
Maharashtra

Dear **Amrapali Madhukar Patil**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curriculum requirements as laid down by your University/Institution for award of the degree/diploma with a minimum aggregate, specified by Wipro for your role, and any other criteria specified by Wipro in terms of your educational qualifications before joining.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

### 4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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## 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

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## 9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment will not be further processed and will be treated as withdrawn in the event:
  - i. You fail to clear any remaining backlog examinations, and/or
  - ii. You have not scored a minimum aggregate marks of 60% in your 10<sup>th</sup> Standard.
  - iii. You have not scored a minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iv. For Graduates: You have not scored a minimum aggregate marks of 60% in your graduation.
  - v. For Post Graduates: You have not scored a minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

## 10. Training Agreement:

As part of your smooth transition from campus to corporate, the company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs / Self-directed learning modules / MOOCs/ in-classroom learning / on-the-job training /Top Gear modules and / or customer specific tools and technology learning. Through this extensive training Wipro makes significant investment for your project readiness and successful journey in the projects. In consideration of the company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and serve the company for a period of 15 months commencing from the date of your joining. In case you choose to leave the company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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## 11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

## 12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

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

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Place: \_\_\_\_\_

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## **ANNEXURE I**

### **CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

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## **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

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## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....

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### ANNEXURE III

### SALARY OFFER SHEET

**Name : Amrapali Madhukar Patil**

**Position : Project Engineer**

**Career Group: TRB - II**

- a. You will be on training (classroom/on the job) for the first three months or end of training period whichever is later, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	10,667
HRA	5,334
Bonus	2,133
Wipro Benefits Plan (WBP)	4,753
Additional allowance	-
<b>Total Fixed Cash</b>	<b>22,887</b>
PF (Employer Contribution)	1,280
Gratuity	566
<b>Total Fixed Compensation</b>	<b>24,733</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
ESI	-
<b>Variable Pay</b>	
Target Variable Pay	1,334
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled to an Additional Allowance. Performance Category – 1 will comprise of the top 30% of the candidates and balance 70% will be placed in Performance Category-2. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

b. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: \_\_/\_\_/\_\_\_\_

Signature:.....

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#### **ANNEXURE - IV**

I hereby confirm that I shall submit the required academic certificates including mark sheet, Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature:**.....

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## **ANNEXURE - V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Food Coupons:**

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. 12% of your Basic towards Provident Fund.
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

\* Rs. 240 - Contribution in case of single individual

\* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : [info@wipro.com](mailto:info@wipro.com)  
Bengaluru 560 035 W : [wipro.com](http://wipro.com)  
India C : L32102KA1945PLC020800



#### Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary \* No. of years served \* 15/26.

#### Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

#### Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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India C : L32102KA1945PLC020800





## 1. Your Life and Accident Cover:

### a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

### b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance /Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

#### Registered Office:

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Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



## **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

### **Corporate Readiness Program - CRP**

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a campus to corporate behavioral training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants to be deputed in projects.

### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

This module is conducted either in a structured classroom environment or as on-the-job learning based on the business requirement.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

#### **Registered Office:**

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Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



	Kolhapur
Smita Patil	Bharati vidyapeeth
Falaknaz Puneekar	D. Y. Patil College of Engineering and Technology, Kolhapur
Komal Sawant	D.Y.Patil college of engg and tech kop
Nafisa Tamboli	D.K.T.E
Namrata Malgave	D.Y.Patil college of engineering kolhapur
Prashant Gore	
Rutuja Kulkarni	dypcet, kolhapur
Shivani Desai	KIT's College of Engineering Kolhapur
Vidyashri Jadhav	Bharati Vidyapeeth's College Of Engineering, Kolhapur
Hrishikesh Patil	D Y Patil college of engineering and technology. Kolhapur
Jyoti Patil	DYPCET
Samiksha Karekar	K.I.T's College of Engineering
Akash Navgan	D. Y. Patil College of Engineering and Technology, kolhapur
Dhanaji Vhankade	D.K.T.E. Ichalkaranji
Digambar Redekar	
	D.Y.Patil college of







## Batch-1 Online Test Clear

Candidate Name	College of Graduation
Daulmalik Mujawar	
Shivani Chabukpatil	Dr.D Y Patil Collge Of Engineering And Technology
Priti Kondhalkar	D.Y.Patil college of engg and tech kasaba bawda kolhapur
Pratiksha Tippe	BVCOEK
Rutuja Desai	D.Y.Patil college of engineering and technology
Shubhangi Kamble	D.Y.Patil College of Engineering, Kolhapur
Aishwarya Surve	BVCOEK
Amruta Ghadage	
Ankita Jadhav	BVCOEK
Priyanka Badi	D. Y .Patil college of engineering and technology kolhapur
Shruti Jadhav	
Sonali Dhotre	KIT's collage of engineering, Kolhapur
Smita Patil	Bharati vidyapeeth







Akash Navgan	Engineering and Technology,kolhapur
Dhanaji Vhankade	D.K.T.E.Ichalkaranji
Digambar Redekar	
Kishori Kamble	D.Y.Patil college of engineering and technology,kolhapur
Mayuri Kadam	BVCOEK
Pooja Raut	BVCOEK
Pooja Khilare	KIT's College of Engineering,Kolhapur
Sonali Patil	KIT's college of engineering Kolhapur
Akshay Methe	D Y Patil College of Engineering,kolhapur
Apurva Ghayalkar	
Ashish Kamble	KIT's COEK
Rajesh Chavan	D Y Patil college of engineering and technology, kolhapur
Rupali Devkar	D.Y.Patil college of engineering and technology,Kolhapur

[Show quoted text](#)



8<sup>th</sup> May 2018

Ref: HR/LW/SBNR/KLP/2018

Ms Snehal D Hankare  
Yashoda Appartment, Saranaik Mal  
Samratnagar  
Kolhapur

Dear Ms Snehal D Hankare,

Further to our discussions, we are pleased to appoint you as **"IT / EDA Engineer - Trainee"** on the following terms and conditions:

1. Your employment will be effective from the date of your joining i.e., on **11<sup>th</sup> June 2018 failing which this offer of appointment will be treated as invalid.** You will be posted at our Sambhaji Nagar Office, Kolhapur. You will attend to the work allotted to you or to carry out any other assignment entrusted to you from time to time. You may be transferred or sent on deputation anywhere in our branches by us at our discretion. However you may report to our office on the date indicated in above by 10.00am.
2. You will be confirmed on completing **three months** of your training from the date of joining, provided you meet the performance norms set by the Organization.
3. During the training period, you will receive both "class room and on the job training". The Company will periodically conduct tests to assess your learning. Successful continuation of your employment will depend on your passing the various tests conducted by the company. The training period can be extended at the discretion of the Management based on your performance.
4. Taking into consideration your academic/professional qualifications, we offer you the gross **CTC of Rs 7,000 per month.** The information about your compensation is personal and strictly confidential. It is imperative that you do not share your compensation details with any person or organization internally or externally. The Company policy on this issue is very firm.
5. You shall, while employment, work with due care, caution and diligence and to the best of your ability abide and conform to all the rules and regulations and conditions in regard to hours of work, overtime, holidays, discipline and other conditions applicable in the Organization.
7. Upon termination of your appointment or resignation, you will return to the company all papers and documents including softcopies which may be in your possession relating to the business or affairs of the Company and will not retain any copies of extracts there from.
8. The Organization has the right to terminate your employment without notice if your services are found unsatisfactory or you are found guilty of any misconduct during the period of training/probation/employment.



8<sup>th</sup> May 2018

Ref: HR/LW/SBNR/KLP/2018

Ms Snehal D Hankare  
Yashoda Appartment, Saranaik Mal  
Samratnagar  
Kolhapur

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8. The Organization has the right to terminate your employment without notice if your services are found unsatisfactory or you are found guilty of any misconduct during the period of training/probation/employment.

9. You will be governed by the Company's rules and regulations in force from time to time.
10. You will not engage yourself in any endeavor or activity, which conflicts with the interest of the Company during and after your employment with us.
11. During your employment with the Company, you will be required to devote the whole of your working time, attention and abilities to the services of the Company exclusively and you shall not without Company's written consent accept any additional employment or engage in any outside activity directly or indirectly.
12. During and after the tenure of your employment with the Company, you will maintain total confidential of all Company's matters to which you will have access directly or indirectly and not divulge any information of confidential nature.

**Exit Formalities**

- 1) Resignation letter to be given in writing to the Group Head one month before you exit the organization.
- 2) During the working period, if you resign or stop coming without serving the notice period of one month you have to pay 3 months of your gross CTC to the Company.
- 3) In case you are not served to minimum 18 months from your date of joining, your settlement will not be processed which may include salary, incentives, relieving letter, experience letter and salary slips.

Kindly attach one copy of your latest passport size photograph, one copy of your photo identity proof and one copy of your address proof.

Please sign and return a copy of this offer of appointment as a token of acceptance.

We wish you a rewarding and fulfilling career with CADD Centre.

Yours sincerely,  
**for LIVEWIRE,**

**Ameet Gogi**  
**Business Head**

I have read and understood the above offer of appointment and hereby accept the same.

**Snehal D Hankare**  
**Date:**



9. You will be governed by the Company's rules and regulations in force from time to time.
10. You will not engage yourself in any endeavor or activity, which conflicts with the interest of the Company during and after your employment with us.
11. During your employment with the Company, you will be required to devote the whole of your working time, attention and abilities to the services of the Company exclusively and you shall not without Company's written consent accept any additional employment or engage in any outside activity directly or indirectly.
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**for LIVEWIRE,**

**Ameet Gogi**  
**Business Head**

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**Snehal D Hankare**  
**Date:**





SINTERCOM

January 07, 2019

To,  
Mr. Rohit Kadam  
A/P - Kouthuli,  
Tal - Atpadi,  
Sangli.

Emp. Code: - 00709

APPOINTMENT OF TRAINEE.

Dear Rohit,

This has reference to your application for the appointment of the post of 'Plant Associate' and the subsequent interview with the Management. We are delighted to inform you that you are appointed as a "Plant Associate" with effect from January 07, 2019 on the following terms and conditions and you will be terminated after completion of one year with effect from date of joining & after that management has full rights in case of continuation or discontinuation of your Service. If you are in agreement with these terms, please return a signed copy to the HR Department.

**TERMS AND CONDITIONS**

1. You shall receive Rs. 12,650/- p.m. (Stipend)
2. The Management agrees to employ and you agree to serve the Company on the terms and conditions set forth herein.
3. You shall serve in the capacity of management Grade - P1 and shall report to "Asst. Manager - Maintenance".
4. Your duties would involve activities directed by the "Asst. Manager - Maintenance" and all such duties that are associated with and incidental to your position as a Plant Associate.
5. You may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge these duties with due diligence and care.
6. Your conduct and performance shall be observed and reviewed by the Management periodically. The Management reserves the right to terminate the agreement if the management comes to the conclusion that your performance is unsatisfactory or not up to the mark.

Registered Office SINTERCOM India Limited

Add.: Gat No. 127, At Post Mangrul, Tal.: Maval,  
(Talegaon Dabhade), Pune- 410507, India.

CIN. U29299PN2007PLC129627

Tel. (D): (0) 0211 466 1200 | Fax: (0) 0211 466 1202  
info@sintercom.co.in | www.sintercom.co.in

Formerly known as  
**Sintercom India Private Limited**





Date: 18th May 18

To,

Mr. Pratik Pradip Padaval

**Subject: Appointment as "Trainee - Security Analyst"**

Dear Pratik Pradip,

Aeries Technology Group Private Limited (hereinafter "the Company") is pleased to offer you employment as '**Trainee - Security Analyst**', 1A under the following terms:

1. **Joining date:** 21st May 18.
2. **Compensation:** Your Cost to company (CTC) shall be [REDACTED] Thousand Only) as per **Annexure-I**.
3. **Appointment Letter:** You will be issued an appointment letter on the joining date. The appointment letter will cover the detailed terms of your employment with the Company.
4. **Place of work:** Your place of work will be at Pune. However, you may be required to work at any other premises that the Company currently has or may later acquire.
5. **Probationary period:** You will be required to serve a probationary period of 3 months. Your probationary period may be reduced or extended at the discretion of the Company based on your performance.
6. **Reporting structure:** In your current role, functionally you would be reporting to **Mr. [REDACTED] Manager - Infrastructure Projects and Security, Information Technology**.
7. **Confidentiality:** Except as required by applicable laws, you will not disclose the content of this offer letter without obtaining prior written consent from the Company, provided however, that you may disclose this offer letter to your spouse, attorney, financial planner and tax advisor if such persons agree to keep the terms hereof confidential.

On or before joining you must furnish the following:

- 2 Passport size photographs
- Relieving and Experience letter from previous employer(s)
- Pay-slip / Salary Certificate / Tax Deduction certificate from your previous employer
- Proof of Address
- Self-attested copies of all educational certificates
- Age proof (X Class)
- PAN Card
- UAN & Previous Employer PF number



L/APPT/GET/2018-19/57  
6th December 2018

Pravin V Swami  
A/P Pattan Kodoli,  
Tal-Hatkanangale,  
Dist-Kolhapur Pin-416202



Alfa Laval India Private Limited  
Head Office :  
301,302,401,402 Global Port,  
Survey No. 45/1 to 10,  
Mumbai Bengaluru Highway,  
Baner, Dist : Pune 411 045,  
Maharashtra, India  
Tel. : +91 20 67341 100  
Fax : +91 20 67341 115  
www.alfalaval.com

Dear Pravin,

**Subject: - Training Letter**

With reference to your application for training and subsequent interviews you had with us, we are pleased to offer you an opportunity for training as a Graduate Trainee Engineer under the Apprentices Act in our Company.

You are accordingly advised to report for training on or before **6th December 2018** on the following terms and conditions. Please note that joining after **6th December 2018** will not be allowed and this offer will stand withdrawn automatically, unless specifically considered by the Company for genuine reason/s.

- 1.0 You will be paid a consolidated stipend of **Rs. 29,167/- (Rupees Twenty Nine Thousand One Hundred Sixty Seven Only/-)** per month. However, it will be paid according to your physical present days and authorized leave/s in that particular month.
  - 1.1 You will be on training for a period of **"One Year"** from the date of commencement of your training and you are required to make yourself available for training for the said period. Since your training will be governed as per Apprentices Act, you will not be eligible for any other benefits other than benefits prescribed under the Apprentice's Act.
  - 1.2 It is necessary to give **"one month's notice period / one month stipend in lieu of notice period"** to the Company, if due to any personal reason or for higher studies; you are not in a position to continue your training for the period mentioned above in clause No. 1.1.
  - 1.3 If you fail to complete the above mentioned period or leave the training half way, your case will be reported to Apprentice Board for termination of contract with all details of expenses incurred on you by the Company till last date of such training and as advised by the board for recovery of such expenses, the same you will be liable to pay to the Company. In such case, it will not be binding on the part of company to provide you training completion certificate.

Contd. ... 2....



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## Reporting to BMC on 4th Feb @11am

1 message

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**Verma, Nidhi** <nidhi\_verma\_tp@bmc.com>

Fri, Feb 1, 2019 at 2:39 PM

To: vinayayarekar8658@gmail.com <vinayayarekar8658@gmail.com>

Cc: Barman, Kaustavi <kaustavi.barman@manpower.co.in>, Joshi, Namrata <namrata.joshi@manpower.co.in>, Kanchan, Vivyek Kanchan <VivyekKanchan\_Kanchan@bmc.com>

Dear **Vinay**,

Greetings from Manpower once again !!!

This is in reference to your offer letter with DOJ **4<sup>th</sup> Feb'19**. Please note that you need to report to BMC headquarters as mentioned below on **Monday -4<sup>th</sup> Feb by 11 am**. Please connect with me on 9560706424 once you reach office. Your Hiring Manager is Mr. Vivyek Kanchan.

Address :

BMC Software

9th Floor,

BUSINESS BAY, WING 1, TOWER B, 9TH FLOOR, SURVEY

NO. 103, HISSA NO. 2, AIRPORT ROAD, YERWADA, PUNE,

MAHARASHTRA, 411006

**Please carry the copy (original & Xerox) of the below documents on the day of joining.**

- Aadhar Card Copy (DD\_MM\_YYYY format aadhar card is mandatory)
- Pan Card Copy
- CV
- Offer letter acceptance copy
- One cancelled Cheque Leaf : For bank account where you want salary to be transferred
- Address Proof : Copy of Passport / Electricity Bill .
- Education Proof :10th/12th/Intermediate/HSC/Degree –Academics proof
- Salary Slip previous organisation from current employer (last 3 months)- (if fresher , then N/A)
- 6 Passport size photographs of Red background (mandatory).
- Relieving letter of previous organisation(if fresher , then N/A)
- Electricity bills copy of your Present address.

Please contact me for any queries on your on boarding.

Regards

**Nidhi Verma**

**Manpower Staffing**

+91 9560706424







TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

**Selected data campus date 14/4/2018(kolhapur)**

1 message

**T&P D Y Patil Group** <tpo@dypgroup.org>

Sat, May 5, 2018 at 11:48 AM

To: "tpo.bharati@gmail.com" <tpo.bharati@gmail.com>, "tpo.aitpvita@gmail.com" <tpo.aitpvita@gmail.com>, "tpo@dacoe.ac.in" <tpo@dacoe.ac.in>, "Dr. Rajendra Heddur" <drheddur@yahoo.com>, DKTE TPO <dktetpo@gmail.com>

**Selection Mail by Dhoot Transmission,Pune**

--

Best regards,

**Prof. Sudarshan Narayan Sutar**

Head, Training &amp; Placement Officer

Training &amp; Placement Cell



D Y Patil Group of Institutions, Kolhapur

Dr. D. Y. Patil Pratishthan, Kolhapur, Maharashtra, India

Address : 2126 E, TARABAI PARK, KOLHAPUR, 416003

Website: [www.dypatil.com](http://www.dypatil.com) | <http://dypkopeng.ac.in/>

Contact Details :



Landline No : +91-0231-2601833

Mob : 0-989-063-3345 / 703-093-4413

Email ID : [tpo@dypgroup.org](mailto:tpo@dypgroup.org) | [tpodypatilkop@gmail.com](mailto:tpodypatilkop@gmail.com)Social media connect : [LinkedIN](#) | [Facebook](#) | [Twitter](#)*'Cycle is temporary, Class is permanent'*

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*telephone. Please then delete it from your computer without making any copies or disclosing it to any other person. Emails are not secure and may suffer errors, viruses, delay, interception and amendment. D Y Patil Group of Institutes ,Kolhapur does not accept liability for any damage caused by the transmission of this email.*

---

**From:** Bharat Chaugule <[hrd1.chakan@dhoottransmission.com](mailto:hrd1.chakan@dhoottransmission.com)>  
**Sent:** Sunday, April 29, 2018 10:50 AM  
**To:** T&P D Y Patil Group  
**Cc:** [shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); 'Shantanu Joshi'  
**Subject:** selected data campus date 14/4/2018(kolhapur)

**Dear sir,**

**has been successfully conducted campus placement drive at D Y Patil College of Engineering & Technology,Kasaba Bawada,Kolhapur.**

**on 14/04/2018. You have selected 140 students from our Institute. Attached data are ok  
Thank you so much for giving an opportunity to our college**

**Congratulation!!**



**Thanks n Regards.**

**Mr.Bharat n.Chaugule**

**(Asst. HR Manager)**

**HRD Dept**

**Dhoot Transmission Pvt Ltd**

**Website : [www.Dhoottransmission.com](http://www.Dhoottransmission.com)**



**Please don't print this e-mail unless you really need to.**



**DYP\_Dhoot Transmissions Result.xlsx**  
23K



TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

---

**Results QSpiders Drive conducted at DKTE**

1 message

**DKTE TPO** <dktetpo@gmail.com>

Sun, Mar 31, 2019 at 1:07 PM

To: TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;, KITCOEK TPO &lt;tpo@kitcoek.in&gt;, Rajendra Heddur &lt;drheddur@gmail.com&gt;, Rajendra Heddur &lt;drheddur@yahoo.com&gt;

Dear Sir,

Greetings from DKTE!!

Pls, find the attached List of Candidates Selected through QSpiders Drive conducted at DKTE KOLHAPUR on 27<sup>th</sup> March 2019.

With Regards,

**Prof. G.S. Joshi****Head-Training and Placement****DKTE's, Textile & Engineering Institute,**

(An Autonomous Institute Affiliated to Shivaji University,Kolhapur)

**'Rajwada', Ichalkaranji.**

Dist- Kolhapur, MAHARASHTRA (India)

Tel- (0230) 2421300, 2432340 Fax- (0230) 2432329

Mob- 09422619947, 09890863988,

**DKTE\_Results\_27.3.2019.xlsx**

14K



TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

## Fwd: Offer Letter || InterGlobe Technologies

1 message

**Aarti Yadav** <aartiyadav9561@gmail.com>  
To: tpo.bharati@gmail.com

Tue, Apr 20, 2021 at 3:38 PM

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

From: **Nilanjana Mundhe1** <Nilanjana.Mundhe1@igt.in>

Date: Fri, Dec 14, 2018, 7:38 PM

Subject: Offer Letter || InterGlobe Technologies

To:

Cc: Shashi Ranjan &lt;Shashi.Ranjan@teamhgs.com&gt;, Binita Kukkar &lt;Binita.Kukkar@igt.in&gt;

**Dear Candidate,**

Congratulations!

We are excited that our discussions with you during last few days are taking shape & it takes pleasure in extending you the Offer for the position of **"Trainee Process Associate"** for **INDIGO** process with us.

Please find the salary annexure as below. We have kept your date of **joining on 17<sup>th</sup> Dec 2018. Please report by 10.00 am on 17<sup>th</sup> Dec 2018 for documentation at below venue:**

**InterGlobe Technologies, Mantri Business Park, Wing A, Ground Floor, [Nagar Road, Pune – 411014](#)**

**This is to confirm you that in addition to CTC which is mentioned in the salary annexure sheet , InterGlobe Technologies Pvt. Ltd. would be paying you INR 5,000/- (Five thousand Rupees) as retention Bonus post completion of 3 months in IGT. Any tax liability arising due to this would be borne by you.**

Please note this offer is contingent upon the submission of your documents. In the meanwhile, should you have any queries, you may connect with **Nitika. Thete at 8412936179.**

Looking forward to see you on board with us at the earliest!

SALARY STRUCTURE			
	Monthly (INR)	YEARLY (INR)	REMARKS
PAYROLL			
Basic	6,000	72,000	
HRA	3,000	36,000	
Special Allowance	728	8,735	
Ex Gratia (Statutory Bonus)	1,200	14,400	
TOTAL PAYROLL SALARY (A)	10,928	1,31,135	



Employee's Contribution			
Provident Fund @ 12 % of basic	720	8,640	
ESI @ 1.75% of Payroll Salary	191	2,295	
EWf	12	144	
Total Deductions	923	11,079	
Take Home Salary	10,005	1,20,056	
Employer's Contribution			
Provident Fund	220	2,642	
Pension Fund	500	5,998	
ESI @ 4.75% of Payroll Salary	519	6,229	
Mediclaime	-	-	Self, Spouse & 2 Children
TOTAL (B )	1,239	14,869	
Fixed CTC (A+B)=C	12,167	1,46,004	

**LIST OF DOCUMENTS TO BE CARRIED FOR PRE-ONBOARDING|| DOJ – 17<sup>th</sup> Dec 2018**

You are requested to bring the following mandatory documents (**Original & Photocopies**) on the day of Pre - Onboarding:

Work Experience	For Last company		
	Date of joining proof (any one)	Last working day proof (any one)	Salary Proof (any one)
	<ul style="list-style-type: none"> <li>• Appointment Letter</li> <li>• Salary slip for the first month</li> <li>• Bank Statement showing salary credit for the first month</li> <li>• Relieving Letter with tenure mentioned</li> </ul>	<ul style="list-style-type: none"> <li>• Relieving Letter</li> <li>• Resignation Letter</li> <li>• Copy of Resignation email</li> </ul>	<ul style="list-style-type: none"> <li>• Last 3 months Salary Slip</li> <li>• Appointment letter with salary annexure</li> <li>• Last 3 months' Bank Statement showing salary credit</li> </ul>
<b>For all previous Work Experience shown (Experience without supporting documents will not be considered)</b>			

	<b>Date of joining proof (any one)</b> <ul style="list-style-type: none"> <li>• Appointment Letter</li> <li>• Salary slip for the first month</li> <li>• Bank Statement showing salary credit for the first month</li> <li>• Relieving Letter with tenure mentioned</li> </ul>	<b>Last working day proof (any one)</b> <ul style="list-style-type: none"> <li>• Relieving Letter</li> <li>• Resignation Letter</li> <li>• Copy of Resignation email</li> </ul>
<b>Highest Education Proof</b>	<b>Non Graduates</b> <ul style="list-style-type: none"> <li>• 10th standard Marksheet or Passing Certificate</li> <li>• 12th standard Marksheet or Passing Certificate</li> </ul>	<b>Graduates &amp; above</b> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> &amp; 12<sup>th</sup> Marksheet or Passing Certificate</li> <li>• Graduation or Post Graduation Certificate</li> <li>• All semesters or final year consolidated Mark sheet</li> <li>• Diploma Certificate (should be equivalent to Graduation)</li> </ul>
<b>Other Documents</b>	<ul style="list-style-type: none"> <li>• <b>ID Proof</b>- PAN Card or Driving license or Voter's ID</li> <li>• <b>Address Proof</b> - Driving License or Telephone / Electricity bill or Voter ID or Bank account statements or Aadhaar Card or Rent Agreement</li> <li>• <b>UAN (Universal Account Number)/PF no</b> – Mentioned on your salary slip if PF is deducted</li> <li>• <b>Photographs</b> - Five latest Passport size coloured photographs</li> </ul>	

**Note – All the above stated documents are to be brought on the day of Onboarding, failing which your joining will be cancelled.**

**Your offer has been made based on information furnished by you. However, if there is any discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review your offer of employment.**

Thanks & Regards,

Nilanjana.M

Sr Executive - Global Resource Organization(BPO)

M: + 91 9545806474

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

 **Description: cid:image005.jpg@01D357DE.28C14F70**

InterGlobe Technologies,  
Mantri Business Park, Wing A, Ground Floor,  
[Nagar Road, Pune – 411014](#)

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**2 attachments**

**image001.jpg**  
2K



**image001.jpg**  
2K



TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

**Shortlisted Candidates from Campus Drive conducted on 28 Dec 2018**

1 message

**Diksha Patil** <diksha.patil@tcognition.com>  
To: tpo.bharati@gmail.com  
Cc: Kiran Jadhav <kiran.jadhav@tcognition.com>

Wed, Jan 2, 2019 at 4:03 PM

Hello Sir,

Please find the below candidate details which are shortlisted at tCognition for US IT Recruitment & internship program 2019.

Name	Experience	Post Applied	Institute Name
Mohini Mali	Fresher	US IT Recruiter	BVCOEK
Rutuja Zirmite	Fresher	US IT Recruiter	BVCOEK
Vidyashri Jadhav	Fresher	US IT Recruiter	BVCOEK
Apara Pol	Fresher	US IT Recruiter	BVCOEK
Chetana Jain	Fresher	Internship	BVCOEK
Aadesh Nichite	Fresher	Internship	BVCOEK
Sumit Patil	Fresher	Internship	KIT's IMER(MCA)
Jawwad Attar	Fresher	US IT Recruiter	BIMAT, Kolhapur

Kindly let us know when they are available for next round of interview. So that we can schedule it in our office by today or tomorrow.

Immediate joiners will be preferred.

--

**Warm Regards,**

**Diksha Patil | HR Recruiter**  
**p : (0231)-2682-333**

**M : (+91) 7743812746**  
**diksha.patil@tcognition.com**

**tCognition : Relentless Pursuit of Excellence**





TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

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**Re: Regarding Offer letter**

1 message

---

**Ramaprasad AR** <rama@vraio.in>  
To: Sanhita Patil <sanhitapatil591@gmail.com>  
Cc: hr <hr@vraio.in>, "tpo.bharati" <tpo.bharati@gmail.com>

Fri, Mar 1, 2019 at 5:49 PM

Dear Sanhita,

Your still in waiting list. We update you once everything is confirmed.

Thanks for your followup

Best regards,  
Ramprasad

---

**RAMAPRASAD A R**

**CTO, Director**

Cell: +91-97387 35077 (IST)

E-Mail: [rama@vraio.in](mailto:rama@vraio.in) | [skype: aprasad1221](https://www.skype.com/user/aprasad1221)

Web: <http://www.vraio.in/>

**VRAIO SOFTWARE SOLUTIONS PVT LTD**

*growing your business is our business*

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---- On Wed, 09 Jan 2019 16:04:11 +0530 **Sanhita Patil** <[sanhitapatil591@gmail.com](mailto:sanhitapatil591@gmail.com)> wrote ----

Dear Basavraj Sir

I am Miss.Sanhita Vitthal Patil, from Bharati Vidyapeeth's College of Engineering Kolhapur, was interviewed last month on 24th Dec 2018. I cleared all the rounds of interview process and has been told that I will receive my offer letter soon. Since it has been 15 days, I haven't received any communication; I request you to share my offer letter, so that I can join on the committed date.

Please let me know anything required from my end.

Look forward for your revert.

Regards,

Miss.Sanhita Vitthal Patil

Contact No.7769029478.

**Fwd: Confirmation for selected Candidates....!!!!**

1 message

KITCoEK TPO &lt;tpo@kitcoek.in&gt;

Thu, May 9, 2019 at 11:08 PM

To: "T&P Cell DYP CET, Kolhapur" <tpodypatilkop@gmail.com>, TPO Bharati Manik Sonawane <tpo.bharati@gmail.com>, Vivek Desai <vivek.k.desai@gmail.com>, Eknath Patil <patil.eknath@kitcoek.in>, eknathpatil1976@gmail.com, guruprasad chavan <guruprasadchavan2011@gmail.com>

Dear Sir,

Kindly refer forwarded email received from ISTC. Total 58 students have been selected. College wise selections are as follows.

College Name	Branch	Student Count
BVCoE	CIVIL	6
	ENTC	5
DYP Bawda	CIVIL	10
	ENTC	8
DYP Talsande	ELECTRICAL	5
KITCoEK	CIVIL	14
	ELECTRONICS	3
	ENTC	7
<b>Total</b>		<b>58</b>

College wise selection list is attached herewith.

Regards,

Mr. Aanip N. Deshmukh-Patil  
Training & Placement Officer  
KIT's College of Engineering (Autonomous), Kolhapur  
(M) +91 9359763245 | Email : [tpo@kitcoek.in](mailto:tpo@kitcoek.in) | Website : [www.kitcoek.in](http://www.kitcoek.in)

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

From: **Vikas Gundavade** <[gundavadevikas@gmail.com](mailto:gundavadevikas@gmail.com)>  
Date: Thu, May 9, 2019 at 4:33 PM  
Subject: Fwd: Confirmation for selected Candidates....!!!!  
To: <[tpo@kitcoek.in](mailto:tpo@kitcoek.in)>  
Cc: hod etc <[kit.hodetc@gmail.com](mailto:kit.hodetc@gmail.com)>

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

From: **Payal Pawar** <[payalistic@gmail.com](mailto:payalistic@gmail.com)>  
Date: Thu 9 May, 2019, 4:29 PM  
Subject: Confirmation for selected Candidates....!!!!  
To: <[omcarsawant@gmail.com](mailto:omcarsawant@gmail.com)>, <[gautamhalsavadekar@gmail.com](mailto:gautamhalsavadekar@gmail.com)>, <[rakeshmugali@gmail.com](mailto:rakeshmugali@gmail.com)>, <[suyogphadtare18@gmail.com](mailto:suyogphadtare18@gmail.com)>, <[vaibhavshinde1642@gmail.com](mailto:vaibhavshinde1642@gmail.com)>, <[pradipkamble9948@gmail.com](mailto:pradipkamble9948@gmail.com)>, <[siddheshmane1010@gmail.com](mailto:siddheshmane1010@gmail.com)>, <[sushantkamble134021@gmail.com](mailto:sushantkamble134021@gmail.com)>, <[kambleg093@gmail.com](mailto:kambleg093@gmail.com)>, <[sandip17397@gmail.com](mailto:sandip17397@gmail.com)>, <[surajdinde143.sd@gmail.com](mailto:surajdinde143.sd@gmail.com)>, <[pramoddongale4055@gmail.com](mailto:pramoddongale4055@gmail.com)>, <[obhogam@gmail.com](mailto:obhogam@gmail.com)>, <[tusharsutar892@gmail.com](mailto:tusharsutar892@gmail.com)>, <[soyafatashildar5542@gmail.com](mailto:soyafatashildar5542@gmail.com)>, <[rutunikam1806@gmail.com](mailto:rutunikam1806@gmail.com)>, <[salmancpathan786@gmail.com](mailto:salmancpathan786@gmail.com)>, <[solankedhanrajg@gmail.com](mailto:solankedhanrajg@gmail.com)>, <[patiltushar629@gmail.com](mailto:patiltushar629@gmail.com)>, <[jivakbhise1995@gmail.com](mailto:jivakbhise1995@gmail.com)>, <[amarsinhchavan25@gmail.com](mailto:amarsinhchavan25@gmail.com)>, <[akashshelke1997@gmail.com](mailto:akashshelke1997@gmail.com)>, <[rishikeshp53@gmail.com](mailto:rishikeshp53@gmail.com)>, <[patilsuraj173@gmail.com](mailto:patilsuraj173@gmail.com)>, <[wajjeutreshwar@gmail.com](mailto:wajjeutreshwar@gmail.com)>, <[mullairfan9115@gmail.com](mailto:mullairfan9115@gmail.com)>, <[shendredhananjay194@gmail.com](mailto:shendredhananjay194@gmail.com)>, <[shubhamrshewale420@gmail.com](mailto:shubhamrshewale420@gmail.com)>, <[saurabhpatilsp45@gmail.com](mailto:saurabhpatilsp45@gmail.com)>, <[yogeshdabhole5@gmail.com](mailto:yogeshdabhole5@gmail.com)>, <[rohitpawar4721@gmail.com](mailto:rohitpawar4721@gmail.com)>, <[sushantkore07@gmail.com](mailto:sushantkore07@gmail.com)>, <[maheshpophale1997@gmail.com](mailto:maheshpophale1997@gmail.com)>, <[mayureshbhalekar1@gmail.com](mailto:mayureshbhalekar1@gmail.com)>, <[saurabhbhingare1996@gmail.com](mailto:saurabhbhingare1996@gmail.com)>, <[gauravji697@gmail.com](mailto:gauravji697@gmail.com)>, <[ramvijaykapare78@gmail.com](mailto:ramvijaykapare78@gmail.com)>, <[dineshankarsabale@gmail.com](mailto:dineshankarsabale@gmail.com)>, <[maheshnazare07@gmail.com](mailto:maheshnazare07@gmail.com)>, <[pradyumnakhot4122@gmail.com](mailto:pradyumnakhot4122@gmail.com)>, <[onkark26297@gmail.com](mailto:onkark26297@gmail.com)>, <[swaghamare683@gmail.com](mailto:swaghamare683@gmail.com)>, <[dhererushikesh1997@gmail.com](mailto:dhererushikesh1997@gmail.com)>, <[chetanbk5755@gmail.com](mailto:chetanbk5755@gmail.com)>, <[rohit.kolgavkar@gmail.com](mailto:rohit.kolgavkar@gmail.com)>, <[akibbagwan43@gmail.com](mailto:akibbagwan43@gmail.com)>, <[pmukund224@gmail.com](mailto:pmukund224@gmail.com)>, <[omkarmulik007@gmail.com](mailto:omkarmulik007@gmail.com)>, <[rushishedbale1111@gmail.com](mailto:rushishedbale1111@gmail.com)>, <[akashgade95@gmail.com](mailto:akashgade95@gmail.com)>, <[ghadgeshubham0@gmail.com](mailto:ghadgeshubham0@gmail.com)>, <[nimbalkar14rs@gmail.com](mailto:nimbalkar14rs@gmail.com)>, <[aniket2oct@gmail.com](mailto:aniket2oct@gmail.com)>, <[deshmukhrushikesh623@gmail.com](mailto:deshmukhrushikesh623@gmail.com)>, <[rhutupatil@gmail.com](mailto:rhutupatil@gmail.com)>.

<sheteshubham7777@gmail.com>, <pratikkawathe001@gmail.com>, <shrikhot05@gmail.com1>  
Cc: Krish Mehkarkar <krish@istc.co.in>, Pooja Mehkarkar <pkm.istc@gmail.com>, Sharad HR <hrsharad.istc@gmail.com>, swapnil istc <swapnilsawant@istc.co.in>, Vikas Gundavade <gundavadevikas@gmail.com>

**Congratulations....!!!!**

**Subject :-** List of Selected candidates.

**Dear sir,**

It's a great pleasure to inform you that, following candidate from your college are selected as a V-sat/RF Engineer in interview conducted on 25/04/2019

**TRAINING ERA:**

1. 2 Days VSAT Training.

2. **Laptop compulsory.**

- **ON ROLL JOB** (As per site allocation all expenses will provide including DA TA Hotelling)
- For ON ROLL Employee (First Two months stipend Rs.12000/- per month Including Allowances. Third Month of Startup Salary Rs.16000/- Including Allowances)

3. For two months you will be an intern in company during this Certification will provide.

**COMPANY SOW:**

1. Antenna Location along with site survey.
2. Installation, Commissioning, Routing and HSO.
3. Ballasting more than 6 inch. (Material and ballasting includes at your own costing for freelancer)
4. Should provide proper antenna snaps.
5. Documents should courier within 4 days and snaps should send on same day of complication to the respective coordinator.

**(Note: Joining Date will be 6th June 2019)**

**Company Name:** Institute of Satellite Telecom Pvt. Ltd. Pune

**Company Address:** 3/2 E-Park MIDC near Zensar Technology Kharadi Pune-411014

**Company Website:** [www.istc.co.in](http://www.istc.co.in)

**Contact:** Mr. Sharad Mahadik(HR)- 9309131492 / 7774973344

**Required Document:**

**collect below mention documents on your joining day:**

- 1) Educational Document xerox copy
- 2) Government ID proof original & xerox copy
- 3) Two Passport size photo
- 4) Bank detail xerox copy
- 5) Laptop

**Check Below attachment...**



Regards

Payal Pawar  
7774973344

---

 **ISTC selected candidate list.xlsx**  
14K





TPO BVCOEK &lt;tpo.bharati@gmail.com&gt;

**RE: Regarding Shortlisting Result of Campus drive conducted at our Institute**

1 message

**Manisha Jadhav** <manisha.jadhav@skylark-tech.com>  
To: TPO BVCOEK <tpo.bharati@gmail.com>

Fri, Mar 29, 2019 at 9:29 AM

Hello Mr. Sonawane,

Please find attached list of students who shortlisted and selected.

**Manisha Jadhav**

Sr. HR-Executive

Skylark Global BPO Services Pvt. Ltd.

ISO 9001:2015 Company



Your Reliable Outsourcing Partner

**P:** +91-231-6634797 Ext:  
123**C:** +91-9922952664**E:** manisha.jadhav@skylark-tech.  
com**W:** www.skylark-tech.com*I will be privileged to have your feedback about me at [HowAmIDoing@skylark-tech.com](mailto:HowAmIDoing@skylark-tech.com)*

Please consider the environment before printing this e-mail

**From:** TPO BVCOEK [mailto:[tpo.bharati@gmail.com](mailto:tpo.bharati@gmail.com)]**Sent:** Thursday, March 28, 2019 11:01 AM**To:** Manisha Jadhav <[manisha.jadhav@skylark-tech.com](mailto:manisha.jadhav@skylark-tech.com)>; [hr@skylark-tech.com](mailto:hr@skylark-tech.com)**Subject:** Regarding Shortlisting Result of Campus drive conducted at our Institute

Hello Manisha Madam,

Greetings !!!

As you know we have conducted campus drive at our Bharati Vidyapeeth Kolhapur on 17/1/2019 and you have shortlisted/selected around 15 candidates.

It will be favour on us if you share result of drive as our principal sir is in follow up of this and we could not produce data from our end.

Waiting for your reply...

Regards

**Prof.Manik S.Sonawane**

**Training and Placement Officer**

**Bharati Vidyapeeth's**

**College of Engineering, Kolhapur**

[tpo.bharati@gmail.com](mailto:tpo.bharati@gmail.com)

Tel.(0231) 2638893-124,



**(NAAC 'A' accredited Institute)**



**BVCOEK Report.xlsx**

11K



HRD/3T/18-19/12532011

Ms. Tejaswini Mukundrao Barge  
Candidate ID: 12532011  
Near Nigadikar tea depot  
kapad peth,koregaon  
Maharashtra  
Koregaon - 415501  
India  
Ph: (91) 91589 39289

August 07, 2018

Dear Tejaswini,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

[askus@infosys.com](mailto:askus@infosys.com)

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

Digitally signed by RICHARD LOBO  
Date: 2018.08.07 17:33:15 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12532011

August 07, 2018

Ms. Tejaswini Mukundrao Barge  
Candidate ID: 12532011  
Near Nigadikar tea depot  
kapad peth, koregaon  
Maharashtra  
Koregaon - 415501  
India  
Ph: (91) 91589 39289

Dear Tejaswini,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **October 08, 2018**.

### Location

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

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

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

### Training Period:

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

### Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.



### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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



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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR per month)				
NAME		Ms. Tejaswini Mukundrao Barge		
ROLE		Systems Engineer		
ROLE DESIGNATION		Systems Engineer Trainee		
1. MONTHLY COMPONENTS				
BASIC SALARY			6,420	
FIXED DEARNESS ALLOWANCE (FDA)			1,100	
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)			9,277	
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)			1,429	
PERSONAL ALLOWANCE			2,935	
MONTHLY GROSS SALARY			21,161	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			75	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)			902	
GRATUITY - 4.81% of (Basic + FDA)			362	
FIXED GROSS SALARY (FGS) (1+2+3)			22,500	
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Tejaswini Mukundrao Barge</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.





Jija Vijay Pisal

Date: 11-December-2018

Bharti Vidyapeetha College Of Engineering  
Pune-Satara Road, Pune - 411043

Dear Jija,

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **Associate IT Consultant** at grade **IS1**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to join us on or before **9-July-2019** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

**Your appointment is subject to**

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,  
ITC Infotech India Limited

Syed Khan

General Manager- Talent Management

Accepted Offer letter  
Jija Pisal  
3/01/19

Components	Proposed Salary (Rs. Per Month)	Proposed Salary (Rs. Per Annum)
Consolidated Salary (Basic Salary)	8,000	96,000
House Rent Allowance	4,000	48,000
Supplementary Allowance	2,969	35,630
Special Supplementary Allowance (Bangalore)	7,500	90,000
		-
Conveyance Allowance	1,600	19,200
Meal Coupon - Refer EN1	1,100	13,200
<b>Sub Total I</b>	<b>25,169</b>	<b>302,030</b>
<b>Other Components</b>		
Medical Expenses - Refer EN3	1,250	15,000
Leave Travel Allowance - Refer EN4	917	11,000
Performance Effectiveness Pay (PEP) - Refer EN5	1,600	19,200
ITC Products & Services - Refer EN6	104	1,250
Provident Fund (Company Contribution)	960	11,520
<b>Sub Total II</b>	<b>4,831</b>	<b>57,970</b>
<b>TOTAL</b>	<b>30,000</b>	<b>360,000</b>

*Handwritten signature*  
3/01/19