



Dr. D. Y. Patil Pratishthan's  
**Dr. D. Y. PATIL COLLEGE OF PHARMACY**

Dr. D. Y. Patil Educational Complex, Sector - 29, Pradhikaran, Akurdi, Pune 411 044.  
Tel. : 020-27656141, Tel. Fax : 020-27656141  
E-mail : info@dyppharmaakurdi.ac.in Web : www.dyppharmaakurdi.ac.in  
Approved by : All India Council for Technical Education, New Delhi  
Pharmacy Council of India, New Delhi. Recognized by : Government of Maharashtra  
Affiliated to Savitribai Phule Pune University, Pune

**Dr. Sanjay D. Patil**  
President

**Padmashree Dr. D. Y. Patil**  
Founder

**Shri. Satej D. Patil**  
Vce-President & Chairman

**Dr. N. S. Vyawahare**  
Principal

**Ref. No. : DYPCOP/**  
**Date :**

**5.2.1**  
**SAMPLE OFFER LETTERS**  
**B. PHARM**  
**2021-2022**

**SUMMARY**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Name of the Company</b>	<b>Offer Letter Page No</b>
1	Abhijit Shinde	Piramal	2-8
2	Chittineni Ysaswini	Bajaj Allianz	9-11
3	Snehal Pawar	Byju	12-15
4	Riya Mahapatra	Parexel	16-16
5	Yashashri Pawar	Cognizant	17-25



July 25, 2022

## Appointment letter

**Mr. Abhijeet Shinde**

Plot No 31, Vivek Niwas, Samarth Nagar,  
Behind Z.P. office, Ambad Road, Jalna  
Jalna  
India  
431203

Dear Mr. Abhijeet Shinde,

Congratulations! We are very excited to have you on board!

This refers to your application and our subsequent offer, which has been accepted by you. The details of your appointment and the terms and conditions are given here below.

1. Designation / Band : GET - CSV, Tier III, PPL Corporate / TRAINEE
2. Department/Division : Information Technology-QA Compliance/ Corporate
3. Location : Mumbai
4. Commencement Date : July 25, 2022
5. The Salary break-up, benefits and perquisites applicable to your designation are attached as **Appendix-I** to this letter.
6. Training: You will undergo mandatory training for one year. Upon successful completion of the training period and subsequent performance evaluation, your position may be confirmed at **Band 1B** as an **"Executive"**. During the period of your training, if your performance is found to be inadequate or there are deficiencies in your performance, the Management may at its discretion allow you to improve upon your performance by extending your period of training by a letter in writing. Unless confirmed in writing, you will continue to be a trainee.
7. This appointment is further subject to the "General Terms and Conditions of Service for Managerial Personnel" employed by this Company, a copy of which is attached to this letter as **Appendix-II**.

All the annexure mentioned above shall form a part and parcel of this Letter. If the terms and conditions enumerated in this Letter, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this Letter and return it to us.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Yours sincerely,

For **PIRAMAL PHARMA LIMITED**



**Arun Chaudhary**  
General Manager, Human Resources



**Piramal Pharma Limited**

CIN: U24297MH2020PLC338592

Registered Office: Ground Floor, Piramal Ananta, Agastya Corporate Park, Kamani Junction, LBS Marg, Kurla, Mumbai - 400 070 India

T +91 22 3046 6666 F +91 22 2493 6708

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Dr N S Vyawahare  
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Date: 2023.05.20 15:29:30 +05'30'

**APPENDIX-I: SALARY BREAK-UP**

**Name** : Mr. Abhijeet Shinde  
**Designation / Band** : GET - CSV, Tier III, PPL Corporate / TRAINEE  
**Department/ Division** : Information Technology-QA Compliance/ Corporate

Break – up	Salary P.M. (Rs.)	Salary P.A. (Rs.)
Basic	20,667	2,48,000
HRA	12,333	1,47,996
Special Allowance	13667	1,64,004
Bonus	2000	24,000
Health Coverage	1000	12,000
Co. Cont. to P.F.	2000	24,000
<b>Total Fixed Pay (A)</b>		<b>620000</b>
<b>Performance Pay *</b>		<b>30000</b>
<b>Total Gross Salary (B)</b>		<b>650000</b>
* Nominal Value - Computed @ 6% of Total Fixed Pay. Actuals may be more or less, depending upon the performance of individual and/or business performance.		

In addition to the above, you will receive a one-time Joining Bonus of Rs. 75,000/- after 6 months of your joining.

Please note that in case you resign from the services of the Company within 2 years from your date of last pay-out, the amount towards the joining bonus/one time payout will be recovered in full, during the settlement of your full and final dues with the organization. The amount is taxable. This recovery will not be applicable if your services are terminated due to insufficient work in the organisation.

For **Piramal Pharma Limited**



**Arun Chaudhary**  
General Manager, Human Resources

*A. shinde*

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**Dr N S Vyawahare**

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Vyawahare  
Date: 2023.05.20 15:29:40 +05'30'

**APPENDIX-II**

**GENERAL TERMS AND CONDITIONS OF SERVICE FOR PERSONNEL EMPLOYED BY  
PIRAMAL PHARMA LIMITED, PIRAMAL TOWER, PENINSULA CORPORATE PARK, GANPATRAO  
KADAM MARG, LOWER PAREL - WEST, MUMBAI 400 013**

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The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company & Piramal Group as applicable from time to time read together with the terms of this Letter.

For the purpose of this Letter “Piramal Group” shall mean Piramal Pharma Limited and all its subsidiaries, associate or group companies.

- 1) **COMPENSATION**: You shall be paid compensation as per the details mentioned in Appendix I of this Letter with effect from the date of your joining.
- 2) **PLACE OF WORK**: Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company’s other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.
- 3) **ROLES AND RESPONSIBILITIES**: You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in bad faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.
- 4) **LEAVE, WORK HOURS, WEEKLY HOLIDAYS & PAID HOLIDAYS**: You shall be governed by the Company’s policy pertaining to Leave, Work hours and Weekly holidays.
- 5) **INCREMENTS & PROMOTIONS**: Annual increment will be given only to those employees who have joined the organization on or before 30<sup>th</sup> September of that particular performance year. Increments will be given on Fixed pay only. Increments will be based strictly on individual and business performance and the same shall be at the sole discretion of the Company. In case individual and/or business performance is not satisfactory, you will not be entitled to any increments whatsoever. Your Performance and contribution to the company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right.
- 6) **PROVIDENT FUND**: The Company’s contribution to the Provident Fund shall be in line with provisions of The Provident Fund Act, 1952 as applicable from time to time
- 7) **GRATUITY**: You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act, 1972.
- 8) **GROUP MEDICLAIM POLICY**: Group Mediclaim Policy is applicable to all the Management Staff working with PPL for his/her family members (Spouse, two children upto 25 years and parents or parent in-laws). Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage and the nominal monthly charge to employees, would be as mentioned in the Company policy and would vary as per the management band in which you are placed at any given time period of your service. The Group Mediclaim Policy is applicable from the date of joining of your commencing work with the company. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions/rules, which may take place from time to time.

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Dr N S Vyawahare

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Vyawahare  
Date: 2023.05.20 15:29:49 +05'30'

- 9) **PERSONAL ACCIDENT:** You will be covered under the Company's Group Personal Accident Policy, as per the rules and regulations governing the said scheme.
- 10) **TAX:** You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.
- 11) **DEDUCTIONS FROM ANNUAL GROSS REMUNERATION PACKAGE:** You agree that, at any time during your employment or on termination, the Company will deduct from your Annual Gross Remuneration Package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/leave, outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

**12) NOTICE OF RESIGNATION/TERMINATION:**

- a) **DURING TRAINING:** 30 (Thirty) days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the training period, the company reserves the right to reduce/dispense with or extend the training period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.
- b) **POST CONFIRMATION:** 45 (Forty Five Days) days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.
- c) The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation. In such an event you shall be paid salary calculated on your basic salary for the notice period and/or part thereof.
- d) If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, moral turpitude, theft, fraud or violation of the Code of Conduct or withholding of any information in the Application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the company.
- e) Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing the reasons for losing confidence.
- 13) **NON SOLICITATION:** The Employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company. This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages. The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such Costs (liquidated damages).

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- 14) **RETIREMENT AGE:** You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as June 23, 1999 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service
- 15) **COMPANY PROPERTY:** During the course of employment, company may issue you property/assets required to perform your duties/ roles & responsibilities, i.e. laptop, company material, other promotional material, stationary etc. In case of your resignation/ termination/ retirement, voluntarily or otherwise you will be required to handover/return the said property / assets to the company's designated representative. In event of your failure to return the above referred property/ assets, company reserves the right to recover amount equivalent to the value of the property/ asset from you.

**16) INTELLECTUAL PROPERTIES:**

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain Letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

**17) CONFIDENTIALITY:**

- a) The Employee by virtue of their employment with the Company may have direct or indirect, access to confidential information under their control, direction, connection, engagement or relationship with the Company.
- b) The Employee agrees and undertakes that he / she shall during their employment and seven years after the cessation / termination of their services with the company, hold such Confidential Information of the Company in strict confidence and not disclose any Confidential Information to any third party, agent or affiliate, whether directly or indirectly, for any purpose whatsoever, without the prior written approval of the Company.
- c) The Employee shall protect the Confidential Information by using the highest degree of care and highest security precautions, to prevent the unauthorized use, dissemination, or publication of the Confidential Information during the tenure of their services.
- d) The Employee shall return all originals, copies, reproductions and summaries of Confidential Information in his / her control at the time of cessation / termination of the services of the Employee.

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- e) Nothing herein shall be construed as prohibiting the Company or its Affiliates from pursuing any other remedies available for such breach or threatened breach of confidentiality including the recovery of damages, specific performance or any injunctive relief.
- 18) **ALTERNATIVE EMPLOYMENT:** As a full time employee of PPL, you are not permitted to undertake any other business, assume any Public office, honorary or remunerative, in any capacity whatsoever without the written permission of the company
- 19) **DATA PRIVACY:** During the course of your employment with us, the Company, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Company's business purposes, both during and after your employment with the Company. This information may also be shared with third parties within or outside the country for similar purposes. The Company is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting employment with the Company, you consent to Company collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes.
- 20) **MEDICAL EXAMINATION DURING SERVICE PERIOD:** You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any doctor or doctors nominated by the Company. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- 21) **CODE OF CONDUCT:** You will be required to sign the Code of Conduct, which requires you to perform your duties with the preview of the Company's policies and procedures without prejudicing the interests of the Company in any manner.
- 22) OTHER TERMS AND CONDITIONS:**
- a) In addition to the terms and conditions of employment hereinabove mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b) You will, unless prevented by ill health or accident or on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c) You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.
- d) You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- e) This employment has been offered to you based on the information furnished by you about yourself. If during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

*A. Shinde*

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- f) You shall not enter into any contract or by any act or make any representation or give any warranties to any third party on behalf of the Company, unless authorized in writing by the Company.
- g) You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.
- h) If you or your dependent family has a financial /gainful interest in any business firm and such a firm proposes to do business with the Company, then it would be obligatory on your part to make a written declaration to this effect to the Company and obtain its prior approval before any such business deal is entered into with the company.
- i) In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall loose lien on your services and it will be considered you have voluntarily abandoned from the service & the company will be entitled to strike off your name from its rolls without any reference to you.
- j) In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure Code or Indian Penal Code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.
- k) The company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the company on any count.
- l) The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.
- m) In case of any dispute, Mumbai will be considered as the place where the cause of action shall be deemed to have arisen. And that the courts, Tribunals and or authorities at Mumbai only shall have exclusive jurisdiction to entertain, try and decide such dispute irrespective of your working headquarter being elsewhere at that time.
- n) As company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- o) It will be your duty to intimate in writing to HR whenever there is any change of your address.
- p) It is expressly agreed that this Appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Disputes Act, 1947.

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**STRICTLY PRIVATE & CONFIDENTIAL**

Date: August 30, 2022

**Chittineni Yasaswini**

11-2,  
Vijayawada, 521108

**Subject: Offer Letter**

Dear Chittineni ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Executive - Underwriting - Central Operations, Operations in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC) . .

1. You shall be based at **Pune HO** .
2. You will report to **Rupesh Routh**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by September 1, 2022. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

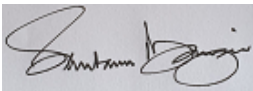
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

309799/186771/Chittineni Yasaswini/39846

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

**ANNEXURE A: CTC Break Up****COMPENSATION BREAK UP SHEET**

Date: August 30, 2022

Name:	Chittineni Yasaswini	
Department:	Central Operations	
Designation:	Executive	
Band:	GB2 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	9,000.00	108,000.00
2	Minimum HRA	4,500.00	54,000.00
3	Statutory Bonus	1,800.00	21,600.00
4	Flexible Benefits	12,467.00	149,604.00
	<b>Sub Total (A)</b>	<b>27,767.00</b>	<b>333,204.00</b>
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	433.00	5,196.00
7	E.S.I.C	0.00	0.00
	<b>Sub Total (B)</b>	<b>2,233.00</b>	<b>26,796.00</b>
	<b>Total Fixed</b>	<b>30,000.00</b>	<b>360,000.00</b>

**Other Benefits:**

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Medclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309799/186771/Chittineni Yasaswini/39846

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com

Dr N S  
Vyawahare

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Date: 2023.05.20 15:30:40 +05'30'

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

6. 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.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable\*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

309799/186771/Chittineni Yasaswini/39846

### **Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

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## Invitation Letter

Name: Snehal Dilip Pawar

Date: Tuesday, August 23, 2022

Dear **Snehal Dilip Pawar**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks**. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

### 1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Pune - 4th floor, Pentagon 5, Magarpatta City Township Hadapsar, Pune - 411028
OJT Training Location:	Work from Home
Role Location:	Pune

**2. Date of Enrollment:** Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, August 30, 2022**.

**3. Term:** The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

**5. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

**6. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time.

The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

**7. Stipend:** Your stipend for the entire duration of the training program of 6 weeks is INR 25,000 (Stipend) and per month stipend is INR 16667 (refer to the annexure for break up). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

### **Payment Processing**

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you have completed 14 days of classroom training on the date of payment of stipend.

### **Performance pay (incentives)**

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

**8. Deductions:** The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

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- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 130/- per month towards Employee PF deduction of INR 1560/- per month), will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

**9. Expense Reimbursement:** In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

**10. Company Policies:** You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

**12. Absence from duty:** During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2\* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(\*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

**13. Termination:** Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

**14. Confidential Information:** During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

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- a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.
- g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.
- h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

#### **Details of the training program**

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

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Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

**Think & Learn Pvt. Ltd.****Accept Job Offer by signing below****Human Resource****Signature:***This is system generated offer letter and does not require an authorized signature.***Annexure****Business Development Associate - Inside Sales (BDA) Profile Details**

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Pune, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

**Breakup of Stipend**

Applicant Trainee Program Duration	6 Weeks
Stipend Amount for 6 weeks in INR	25000
Monthly Stipend in INR	16667
<b>Monthly Stipend Breakup (INR)</b>	
Basic	10856
HRA	543
Special Allowance	2148
Statutory Bonus	1084
Employer PF	1560
Employer ESIC	476
Total Monthly Stipend Cost	16667
<b>Deductions</b>	
Employees PF	1560
Employee ESIC	110
Professional Tax	200
Net Take Home (Total Stipend - Employer PF/ESIC - Deductions)	12761

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09 December 2022

## INTERNSHIP AGREEMENT

Dear Riya Sinha Mahapatra,

Parexel is pleased to offer you an Internship Opportunity as an **Intern - Clinical Data Analyst**, for a period of 6 months from **02 January 2023 to 02 July 2023**.

During this period, you shall receive a stipend of INR 20000.00 per month for 6 months.

During your internship, you will have access to confidential information belonging to the organization, which includes, without limitation, trade secrets, processes, formulae, data and know-how, discoveries, developments, designs, improvements, inventions, techniques, marketing plans, strategies, forecasts, new products, software, software documentation, unpublished financial statements, budgets, projections, licenses, prices, costs and customer and supplier lists.

By accepting this offer of internship, you acknowledge that you must keep all these information's strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Organization. In addition, you agree that upon conclusion of your internship, you will immediately return to the Organization all of its property, equipment and documents, including electronically stored information.

Your internship will include training/orientation and gaining a deeper understanding of concepts through hands-on application of the knowledge and applying the same in few projects. During your internship you would be assigned tasks and projects that improve your understandings of the concepts you learned and there for you would be expected to put your best efforts in executing the assignments given to you.

You will be assigned a supervisor who will guide and brief you on your roles and responsibilities. Please note that your internship with the Organization does not constitute employment. The internship relationship with the Organization may be terminated at any time with or without notice, with or without good cause or for any or no cause at the option of Organization and can also be terminated by you by providing 30 days' notice to the organization.

By signing this agreement, you will also comply with all applicable policies and practices governing the conduct of our business and employees. We hope that your association with the Organization will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

Full Name of the Intern: Riya Sinha Mahapatra

Signature of the Candidate:



Yours Sincerely,

For **Parexel International (India) Private Limited**,



**Ranjit Dadigela**  
Senior Director, Talent Acquisition

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Ref No: 23900226  
22-Dec-2022



Yashashri Pradip Pawar

Dear Yashashri,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Pune**.

Your annual total compensation will be **INR 249,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **02-Jan-2023**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),



Shibu Balakrishnan

**AVP – HR**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

Dr N S  
Vyawahare

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### Compensation and Benefits

**Name:** Yashashri Pradip Pawar **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	7300	87,600
2	HRA*	2920	35,040
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	4227	50,724
8	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	536	6,432
	<b>Annual Gross Compensation</b>		<b>249,996</b>
	<b>Annual Total Compensation</b>		<b>249,996</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>269,496</b>

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

#### Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

#### Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

## # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

## Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

## \* Flexible Benefit Plan:

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**#\* Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

## Note:

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 22-Dec-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Yashashri Pradip Pawar, \_\_\_\_\_(Age) \_\_\_\_\_, residing \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or

averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

- a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory

bodies/authorities as required under applicable law/requirements.

## 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules,

processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class

services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

### **13. Unauthorized Absence**

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

### **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

### **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

### **17. Survival**



Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Yashashri Pradip Pawar**



Shibu Balakrishnan

**AVP – HR**

I have read, understood and accept the above-mentioned terms.

**Signature:**

**Date:**

**Dr N S  
Vyawahare**

Digitally signed by  
Dr N S Vyawahare  
Date: 2023.05.20  
15:32:53 +05'30'

