



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**  
**2020-2021**

**SUMMARY**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Name of the Company</b>	<b>Offer Letter Page No</b>
1	Kalpesh Bhosale	Adiuv Diagnostics	2-4
2	Geeta Kandalkar	Coherent Market Insights	5-8
3	Bhavesh Kothari	Infogini Consulting	9-9
4	Rushikesh Pardeshi	Standford Labs	10-11
5	Dhiraj Jagtap	Cognizant	12-20



Date: 01.10.2022

**KALPESH NARYAN BHOSALE**

Sai Krupa Niwas Near Ganesh  
Mandir, Panchatara nagar,  
Akurdi, Pune,  
Maharashtra - 411035

Dear Kalpesh Naryan Bhosale

Sub: Offer Letter for Associate – Clinical Research Position

We are happy to offer the role of Associate – Clinical Research\_–:

OFFER LETTER MAIN TERMS ARE BELOW:

1. Title: Associate – Clinical Research
2. Location: You will be based at Pune but will need to travel as per organization requirement.
3. Emoluments:

• COMPENSATION :

PARTICULARS	MONTH	YEAR
BASIC	12,500.00	1,50,000.00
HRA	6,250.00	75,000.00
LTA	1,250.00	15,000.00
OTHER ALLOWANCE	5,000.00	60,000.00
Total Gross Salary	25,000.00	3,00,000.00
<b>Less: Deductions</b>		
EPF – Employee's share	1,800.00	21,600.00
Professional Tax	200.00	2,500.00
<b>Net Salary</b>	<b>23,000.00</b>	<b>2,75,900.00</b>

4. TDS will be deducted at applicable rates
5. Payment: All payments will be done through NEFT Transfer on or before 1st of every month. Reimbursements before 10<sup>th</sup> of every month.

**Reg Address: 1/206 N.C. Balaiah Nagar, Nawabpet, Nellore, Andhra Pradesh 524002**

**Business Address: Unit 18, Golden Jubilee Biopark for Woman, 4<sup>th</sup> Main Road, 2<sup>nd</sup> Cross Street, Inside**

**SIPCOT IT Park, Siruseri, Chennai 603103**

Dr N S Vyawahare Digitally signed by Dr N S Vyawahare  
Date: 2023.06.11 11:32:19 +05'30'

6. Reimbursements: All expenses incurred by the Consultant will be reimbursed as per our travel policies upon submission of an expense reimbursement form with receipts.
7. Leave policy (CL, SL, PL) 8. EL/PL – 8 Days in a year Sick Leave – 7 days in a year  
Casual Leave – 12 in a year  
Holidays – 10+2 in a year
9. Probation/Confirmation timelines – (Will be part of detailed agreement) 3 months
10. Notice period  
3 Months
11. Medical Insurance / Accidental Insurance covered by the company.
12. Confidentiality: The Consultant shall keep and cause to be kept confidential any information relating to the assignment or any information that may become available to the Consultant during the association of the company with our Organization.
13. Agreement Execution and Validity: On acceptance on the offer letter on the day of joining, an employee agreement will be shared with you along with onboarding documents. Contract period – 1 year and renewal year on year.
14. NonSolicitation: During the appointment and for two years after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this agreement by either party), other than on behalf of Company, you will not directly or indirectly solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any Employee of the Company.
15. Governing Laws: This Agreement shall be construed and regulated under the laws of India. The parties hereby consent to the exclusive jurisdiction of the courts located in Chennai, Tamil Nadu

We welcome you to Adiuvo and look forward to a mutually beneficial relationship.

Regards



Geethanjali Radhakrishnan

CEO & MD – Adiuvo Diagnostics Private Limited

**Reg Address: 1/206 N.C. Balaiah Nagar, Nawabpet, Nellore, Andhra Pradesh 524002**

**Business Address: Unit 18, Golden Jubilee Biopark for Woman, 4<sup>th</sup> Main Road, 2<sup>nd</sup> Cross Street, Inside**

**SIPCOT IT Park, Siruseri, Chennai 603103**

Dr N S Vyawahare Digitally signed by Dr N S Vyawahare  
Date: 2023.06.11 11:32:30 +05'30'

I have negotiated, agreed, read and understood all the terms and conditions of this appointment letter as well as Annexure hereto and affix my signature in complete acceptance of the appointment.

Date:

Signature:

Place:

Name:

**Reg Address: 1/206 N.C. Balaiah Nagar, Nawabpet, Nellore, Andhra Pradesh 524002**

**Business Address: Unit 18, Golden Jubilee Biopark for Woman, 4<sup>th</sup> Main Road, 2<sup>nd</sup> Cross Street, Inside**

**SIPCOT IT Park, Siruseri, Chennai 603103**

Dr N S Vyawahare  
Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:32:40 +05'30'



Dyp placements &lt;placements@dyppharmaakurdi.ac.in&gt;

## Fwd: Offer Mail :: Coherent Market Insights

2 messages

**GEETA KANDALKAR** <geetakandalkar25@gmail.com>

Wed, Mar 29, 2023 at 3:53 PM

To: "placements@dyppharmaakurdi.ac.in" <placements@dyppharmaakurdi.ac.in>

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

From: **GEETA KANDALKAR** <geetakandalkar25@gmail.com>

Date: Wed, 18 May 2022 at 1:36 PM

Subject: Re: Offer Mail :: Coherent Market Insights

To: Shreya <shreya@coherentmarketinsights.com>

Cc: HR <hr@coherentmarketinsights.com>

I accept this offer.  
Thank you for the opportunity .

On Wed, 18 May 2022 at 1:33 PM, Shreya <shreya@coherentmarketinsights.com> wrote:

Dear Geeta,

Hope you are doing absolutely fine!

We are delighted to inform you that your candidature has been unanimously approved and we would like to offer you the position of **Associate Consultant L1 in Health care Team** at Coherent Market Insights.

**Date of joining : 23<sup>rd</sup> May, 2022**

**Time: 11:00 AM (WFO)**

Should you choose accept this job offer, as per company policies, you would be entitled to the following remuneration:

**During 06 months of Probation Period:**

Details of Salary	Monthly	Annual
BASIC	4,800.00	57,600.00
HRA	1,920.00	23,040.00
CONVEYANCE	1,800.00	21,600.00
MEDICAL REIMBURSEMENT	1,250.00	15,000.00
SPECIAL ALLOWANCE	1,078.00	12,936.00
PERFORMANCE INCENTIVE	-	-
UNIFORM ALLOWENCE	-	-
RESEARCH ALLOWENCE	-	-
ANNUAL PERFORMANCE VARIABLE	-	-

Dr N S  
Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:32:55 +05'30'

RETENTION BONUS	-	-
<b>GROSS AMOUNT</b>	<b>10,848.00</b>	<b>130,176.00</b>
PROVIDEND FUND Employers Co.	576.00	6,912.00
PROVIDEND FUND Employee	576.00	6,912.00
<b>CTC</b>	<b>12,000.00</b>	<b>144,000.00</b>

**Post Successful completion of Probation Period:**

Details of Salary	Monthly	Annual
BASIC	8,000.00	96,000.00
HRA	3,200.00	38,400.00
CONVEYANCE	1,800.00	21,600.00
MEDICAL REIMBURSEMENT	1,250.00	15,000.00
SPECIAL ALLOWANCE	3,830.00	45,960.00
PERFORMANCE INCENTIVE	-	-
UNIFORM ALLOWENCE	-	-
RESEARCH ALLOWENCE	-	-
ANNUAL PERFORMANCE VARIABLE	-	100,000.00
RETENTION BONUS	-	-
<b>GROSS AMOUNT</b>	<b>18,080.00</b>	<b>316,960.00</b>
PROVIDEND FUND Employers Co.	960.00	11,520.00
PROVIDEND FUND Employee	960.00	11,520.00
<b>CTC</b>	<b>20,000.00</b>	<b>340,000.00</b>

Dr N S  
VyawahareDigitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:04  
+05'30'

**Note:**

- Your CTC would be entitled for all the statutory taxes, PF, ESIC and professional deductions.
- Annual Variable would be based on the performance of employee and would be distributed annually.

**Terms & Conditions –**

- By accepting this offer, you confirm that you would join Coherent Market Insights as per the given date and submit all the professionally required documents.
- By accepting this offer, you confirm that, you would maintain the confidentiality of all the information that you might have acquired during the process.
- You confirm that all the information provided by you during the interview process is true. Company would be opting for a background verification process in which if any information submitted by you is found false than company reserves all the rights to terminate the offer.
- Your Candidature is entitled to a service tenure of 12 months (1 year) from the date of joining. This includes your probation period but excludes your notice period.

We request your revert to this email accepting the same by 02:30 PM on May 18<sup>th</sup>, 2021 for this position to considered to be closed, with your candidature . We look forward to having you as part of our ever-growing CMI family and are optimistic about you being a valuable addition to it.

**We request you to confirm for this opportunity as your final decision , candidature accepting the offer mail and defaulting to be part of the organization would be blacklisted from the Industry employment list.**

In case of any queries you may have regarding anything pertaining to the role, do drop in an email at [shreya@coherentmarketinsights.com](mailto:shreya@coherentmarketinsights.com)

Thanks & Regards,



Website: [www.coherentmarketinsights.com](http://www.coherentmarketinsights.com)

**Shreya G P | Senior HR Executive.**

Human Resource

Mobile: 8600909761

E-mail: [shreya@coherentmarketinsights.com](mailto:shreya@coherentmarketinsights.com)

-----  
Coherent Market Insights, Seattle, United States

Dr N S  
Vyawahare  
Digitally signed by Dr N S Vyawahare  
Date: 2023.06.11 11:33:11 +05'30'

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**GEETA KANDALKAR** <geetakandalkar25@gmail.com>  
To: "placements@dyppharmaakurdi.ac.in" <placements@dyppharmaakurdi.ac.in>

Wed, Mar 29, 2023 at 3:54 PM

[Quoted text hidden]

Dr N S  
Vyawahare  Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:20  
+05'30'



Date: - 8<sup>th</sup> November 2021

## **LETTER OF APPOINTMENT**

Dear Bhavesh Kothari,

**THIS AGREEMENT** made on **8<sup>th</sup> November 2021** between **R-Tech Information Systems (100% owned subsidiary of Infojini consulting headquartered in Maryland, USA)**, a Partnership Firm Governed by Indian Partnership Act 1932, and having its registered office at **808, Ashar IT Park, B Wing, 8th Floor, Road No. 16, Wagle Estate, Thane West - 400604**. (Hereinafter referred to as the "Organization" which expression shall, unless it is repugnant to the context or meaning thereof, deem to mean and include its successors and assigns) of the One part

And **Bhavesh Kothari** citizen of India, holding Permanent Account Number **GZKPK5346C** & residing at **Shop No. 2, Plot No. 324, Shree Ambe Niwas, Sector 1, Navi Mumbai, Ghansoli, Thane, Maharashtra – 400701**.

On the following terms and conditions:-

This offer is subject to satisfactory verification of your character, antecedents and testimonials.

### **1) Appointment:-**

- 1.1 You shall be appointed at the position of "**Trainee Recruiter – US Staffing**"
- 1.2 Your Date of Joining will be your date of appointment.
- 1.3 Your initial place of posting is at Thane. The company reserves the right to change your place of posting by transferring you or placing you on deputation to any of its offices, subsidiaries or associated companies in any location within or outside India.
- 1.4 Your appointment with the company is subjected to:
  - (a) You are undergoing a pre - employment medical examination, If required and being declared fit;
  - (b) The accuracy of the testimonials and information provided by you;
  - (c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

Dr N S  
Vyawahare  
Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:28  
+05'30'

23-October-2021

Ref No- SLPL/23-10/1309

To,

Mr. Rushikesh Sham Pardeshi,

Mochi Galli, Ambedkar Putala Peth Beed,

Beed, Maharashtra - 431122

**SUBJECT- OFFER LETTER**

Dear Mr., Rushikesh,

This has reference to your application and subsequent interview you had with us for a suitable Opening in our organization.

1. We are pleased to offer you an appointment as an "Trainee Executive - QC". The offer is valid for you to join us on or before **08-November-2021**. You shall be reporting to work at **9 am** on the **day of joining**.
2. Your **CTC** (Per Annum) shall be same as mutually agreed. The detailed Compensation Structure is provided with Appointment Letter.
3. As informed, your place of posting shall be at **Mehatpur, Himachal Pradesh**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company's offices (Current or Future), work sites or associated or affiliated companies located within the country.
4. You shall be on probation for a period of **One Year**. You shall be confirmed in the organization's regular grade on successful completion of your probation period.
5. Confirmation of your service is subject to suitable performance. Your probation period is liable to be extended subject to your performance for the period deemed necessary.
6. During your Probation Period, if your services are not found in line with the company expectations, your services can be terminated immediately without any written notice or intimation.
7. Before your confirmation, in case you wish to resign from the services, you will have to serve a notice period of **15 days** or payment in lieu off.
8. Post your confirmation, in case you wish to resign from the services, you will have to serve a notice period of **30 days** or payment in lieu off.
9. You will be governed by the Company rules, as amended from time to time. You will be entitled to, leave and other benefits in accordance with such rules applicable from time to time. You will be appraised based on your performance on completion of 12 Months with the organization.
10. A detailed Letter of Appointment setting out the terms and conditions of your appointment shall be issued to you subsequent to your completing the Joining formalities.



**STANFORD LABORATORIES PRIVATE LIMITED**

(A WHO - GMP & ISO 9001 CERTIFIED COMPANY)

Office : 1107-1108, Tower-D, Global Business Park,  
MG Road, Gurgaon - 122002

Tel : 0124 - 4507545 (20 Lines)

Works : 8, Industrial Area, Mehatpur, H.P. - 174315 India.

CIN No : U74899DL1985PTC022656

Email : reach@stanlabs.com

Web : www.stanlabs.com

Dr N S Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:37 +05'30'




On the day of joining, please bring the following with you (Original + 1 Photocopy): -

- A signed copy of this Offer Letter
- Proof of age (birth certificate/ class 10th certificate)
- Proof of qualification-Graduation/Post Graduation
- Proof of Permanent Address (Any one - Telephone bill/ Electricity bill/ Bank statement/ Ration card) Identity Proof (Any One -Passport/ Permanent Driving license/ Voter ID)
- A Copy of PAN Card
- 3 recent passport size photographs.

Your offer has been made based on the information furnished by you. However, if there is any Discrepancy found during the antecedent check conducted by the Company or in the copies of the Documents/ certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intent a return the duplicate copy duly signed by you to us We are very excited about you joining us & we look forward to have you with Stanford Laboratories Pvt Ltd.

For Stanford Laboratories Pvt Ltd.



Authorized Signatory

Acceptance-

\_\_\_\_\_  
Name -

Date -



## **STANFORD LABORATORIES PRIVATE LIMITED**

(A WHO - GMP & ISO 9001 CERTIFIED COMPANY)

Office : 1107-1108, Tower-D, Global Business Park,  
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Email : reach@stanlabs.com

Web : www.stanlabs.com

Dr N S  
Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:46  
+05'30'

Ref No: 18097432  
08-Nov-2022



Dhiraj Jalindar Jagtap

Dear **Dhiraj Jalindar**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee - Junior Data Analyst** 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 **15-Nov-2022**.

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  
Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:33:54  
+05'30'

### Compensation and Benefits

**Name:** Dhiraj Jalindar Jagtap **Designation:** Trainee - Junior Data Analyst

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 08-Nov-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

**Dhiraj** **Jalindar** **Jagtap,** \_\_\_\_\_ (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**

Dr N S  
Vyawahare

Digitally signed by  
Dr N S Vyawahare  
Date: 2023.06.11  
11:35:01 +05'30'

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**

**Dhiraj Jalindar Jagtap**



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: 2023.06.11  
11:35:09 +05'30'