



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
M. PHARM
2021-2022

SUMMARY

Sr. No.	Name of the Student	Name of the Company	Offer Letter Page No
1	Rupali Bidlan	GSK	02-02
2	Yash Chiddarwar	Ascentrix	03-06
3	Swapnali Khomane	Bajaj Allianz	08-10
4	Shital Narale	Medidage	11-16
5	Mohini Kangarkar	Cognizant	17-25





Employee Name: Rupali Prakash Bidlan

Business Title: Trainee Analyst

	Revised Salary (pa) in INR
Grade	9C
Basic Salary	149,343
Flexible Allowance	224,014
Superannuation Allowance	22,401
Statutory Allowance	16,800
Annual Fixed Cash (A)	412,559
Target Performance Bonus	59,737
Annual Total Cash (B)	472,296
Employer Contribution to Provident Fund	17,921
Gratuity	7,183
Insurance Premium	2,600
Annual Retirals & Benefits (C)	27,705
Annual Total Employment Cost (B+C)	500,000

Superannuation allowance is a cash allowance.

Domiciliary Medical is a reimbursement on account of domiciliary treatment (where no hospitalization is required)

Group Personal Accident Sum Insured (INR)	2 times of ATEC (excl. LTI) with min coverage of INR 1,500,000
Medical Insurance Sum Insured per annum (INR)	INR 500,000
Term Life Insurance (Capped at INR 6 crores) (INR)	INR 750,001

Performance Related Variable Pay : Annual discretionary payment based on Company Performance. Payable on pro-rata basis number of days served in the calendar year subject to being on the rolls as on 31st December of Calendar Year. Bonus Multiplier will be decided based on Company Performance in the previous calendar year and will be multiplied with target bonus (mentioned above) to reflect on Actual Bonus payout which will happen in April salary.

Leave - Privilege leave - 32 days p.a

Notice Period Buyout : The notice period loss from previous employer will be reimbursed against proof. You will be required to submit a copy of your Full & Final settlement along with tax computation sheet of previous employment. Should you voluntarily resign or be terminated from the services of the company within 1 year from the date of joining, you will be liable to repay the entire sum.

Dr N S
Vyawahare

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N S Vyawahare
Date: 2023.05.20
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OFFER LETTER

Date: 10-January-2023

Dear Yash Chiddarwar,

Re: Offer of Employment

Dear Yash,

Welcome to Ascentrik Research Pvt Ltd

This has reference to your application and the subsequent interview you had with us on 7th Jan'23.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

1. Position:

You shall join as a Clinical Research Associate, Level 1. You will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

2. Compensation:

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

Dr N S
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3. **Joining Date**

You are required to join on 16th January 2023 at 10:00 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

Dr N S
Vyawahare

Digitally signed by Dr N S
Vyawahare
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Mumbai:

A-106/107, Rupa Solitaire, Millenium Business Park,
Mahape, Navi Mumbai-400 710,
Phone: +91-022-41438605

<http://www.ascentrik.com>
info@ascentrik.com

Pune:

G.O. Square, Office No. 406 & 407,
B-Building, Wakad, Pune - 411 057,
Phone: +91-020-66537300

7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1st, 3rd and 5th week of the Month and Monday through Friday in the 2nd and 4th week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

Dr N S
Vyawahare

Digitally signed by Dr N
S Vyawahare
Date: 2023.05.20
15:59:36 +05'30'

Mumbai:

A-106/107, Rupa Solitaire, Millenium Business Park,
Mahape, Navi Mumbai-400 710,
Phone: +91-022-41438605

<http://www.ascentrik.com>
info@ascentrik.com

Pune:

G.O. Square, Office No. 406 & 407,
B-Building, Wakad, Pune - 411 057,
Phone: +91-020-66537300

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

Please note following rules are applicable once you join the organization.

- The employee should serve notice period as per policies of role/company.
- We do not work on 2nd and 4th Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Dr N S
Vyawahare

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Vyawahare
Date: 2023.05.20 15:59:43
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Annexure – I

Fixed Pay	
Gross Salary	21,767
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net Pay	20,000
Add: Employer PF	1,698
Total CTC	23,465

Dr N S
Vyawahare

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Dr N S Vyawahare
Date: 2023.05.20
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STRICTLY PRIVATE & CONFIDENTIAL

Date: August 26, 2022

Swapnali Shivraj Khomane

**Panchaganga Niwas,
Pune, 412114**

Subject: Offer Letter

Dear Swapnali Shivraj ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Executive - Underwriting - Central Operations, Operations in Band GB3 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 August 30, 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

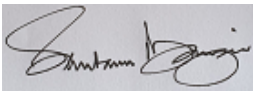
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

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

309286/186031/Swapnali Shivraj Khomane/14260

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
CIN: U66010PN2001PLC015959

Dr N S
Vyawahare

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S Vyawahare
Date: 2023.05.20
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ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**

Date: August 26, 2022

Name:	Swapnali Shivraj Khomane	
Department:	Central Operations	
Designation:	Senior Executive	
Band:	GB3 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	11,250.00	135,000.00
2	Minimum HRA	5,625.00	67,500.00
3	Statutory Bonus	2,250.00	27,000.00
4	Flexible Benefits	16,033.00	192,396.00
	Sub Total (A)	35,158.00	421,896.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	542.00	6,504.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,342.00	28,104.00
	Total Fixed	37,500.00	450,000.00

Other Benefits:

- 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.
- 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.
- 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.
- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309286/186031/Swapnali Shivraj Khomane/14260

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

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.

309286/186031/Swapnali Shivraj Khomane/14260

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
CIN: U66010PN2001PLC015959

Date: 17.06.2022

Confidential

To,

Miss. Sheetal Narale,

LETTER OF EMPLOYMENT

Dear Miss. Sheetal Narale,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Pandharpur as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai Website:
www.mymedisage.com

- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.


DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director


MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

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Dr N S
Vyawahare

 Digitally signed by Dr N S
Vyawahare
Date: 2023.05.20 16:00:29 +05'30'

Annexure 'A'

Date: 17.06.2022

Employee Name: Sheetal Narale

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
Food Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
Sub Total	21117	253404
EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com



LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

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Website: www.mymedisage.com

Dr N S Vyawahare

Digitally signed by Dr N S Vyawahare
Date: 2023.05.20 16:00:46 +05'30'



all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

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Website: www.mymedisage.com

Dr N S Vyawahare
Digitally signed by Dr N S Vyawahare
Date: 2023.05.20 16:00:54 +05'30'



4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com

Dr N S
Vyawahare

Digitally signed by Dr N S
Vyawahare
Date: 2023.05.20 16:01:01
+05'30'

Ref No: 22956374
19-Dec-2022



Kangarkar Mohini Sunil

Dear **Kangarkar Mohini**,

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 **26-Dec-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: 2023.05.20 16:01:09 +05'30'

Compensation and Benefits

Name: Kangarkar Mohini Sunil

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
	Annual Gross Compensation		249,996
	Annual Total Compensation		249,996
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		269,496

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 19-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

Kangarkar Mohini Sunil, _____(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

Kangarkar Mohini Sunil



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
16:02:40 +05'30'