

HRD/2T/24-25/1008071056

January 29, 2025

Ms. Afrin Jamadar
Candidate ID: 1008071056
1605, Navin St stand
Pattan Kodoli
Kolhapur-416202
India
Ph No : +91-9822779372

Dear Afrin,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where people are empowered to move forward as far as their ideas will take them.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,



Shamita Mukherjee
SVP and Global Head - Human Resource Development, Infosys BPM Limited

INFOSYS BPM LIMITED
Building 48, 4th Floor,
Section 1,
Electronic City Hosur
Road, Bangalore -
560100

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Dear Afrin,

Congratulations! We are delighted to make you a Training offer as **Process Trainee** and your role is **Process Trainee**.

Here are the terms and conditions of our Training offer:

1. Definitions

The following terms shall have the following meanings for the purpose of this Training offer ('Offer Letter' hereinafter).

'Affiliates' means any entity that controls, is controlled by, or is under common control with the Company.

'Company' refers to Infosys BPM Limited.

'Control' means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

'Training' shall mean and include all the training that shall be imparted to you on joining the Company.

2. Joining

Your scheduled date of joining the Training of the Company will be **3-February-2025**.

3. Location

Your location for Training is **PUNE , MAHARASHTRA, India**.

You may be asked to relocate to any of our development centers, units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your stipend and any other benefits shall be determined in accordance with the relevant policies of the Company in that work location.

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

*For the purpose of this Training offer letter, 'Affiliate' means an entity that controls, is controlled by, or is under common control of the Company. 'Control' includes the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly by virtue of their shareholding or management rights or shareholders agreements or voting agreements of in any other manner.

4. Training

You recognize and accept that at the time of appointment as **Process Trainee**, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a **Process Trainee** who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

5. Training Period

You will be on Training for a period of **6 (Six)** months from the date of start of your Training with the Company. On successful completion of your Training, the Company may at its sole and absolute discretion decide to confirm you as an employee of the Company on the terms as provided in Annexure III of this Offer Letter. Notwithstanding anything stated herein, and without limiting the rights of the Company, the occurrence of any action/omission, including but not limited to the following, during your Training Period may also result in you being considered unsuitable for the role and the Company would be entitled to terminate your Training immediately without any notice for:

- (a) failure to submit the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - II;
- (b) failure to complete the Training by being absent for any reason(s) whatsoever from the Company;
- (c) failure to clear the foundation training program of the Company;
- (d) failure to clear the backgrounds checks to the satisfaction of the Company.

6. Leave

During your Training Period, you will be entitled to annual earned leaves in accordance with the leave policy of the Company, as applicable to trainees.

Leaves are credited on a quarterly basis. The Leave eligibility shall begin in the quarter of start of your Training with the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

If during your Training you are on Leave or absent for a continuous period of 5 or more working days, for any reason whatsoever, you shall be moved to another batch of trainees as per availability or suitability, to ensure that you are not deprived of any particular part of the Training. Till the time that you are given a rejoining date, you will not be paid any stipend by the Company. The above will also result in extension of your Training Period as well as other milestones.

7. Transfer

You can be transferred to any of our units / departments situated anywhere in India or abroad for the purpose of your Training.

8. Stipend

Your total Stipend during the Training Period will be **INR 21003 per month**, including any statutory taxes, withholding and deductions, and the same will be paid to you at the end of each month.

9. National Pension Scheme

We offer all our India based trainees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. Please refer to the Information Sheet at Annexure - II for more details.

10. Insurance

Health Insurance: You will be eligible to participate in a Group Health Insurance and covered by default under the standard health insurance plan as per the applicable Company Health Insurance Policy. You may also choose to enhance the benefits with other participatory optional health insurance plans.

Life Insurance: You will be covered under the Group Life Insurance and Accident Insurance scheme under the standard life insurance plan as per the applicable Company Life Insurance Policy. The fixed monthly insurance premium of **INR 130** will be deducted from your Stipend on a monthly basis, and you hereby provide consent for the same to be deducted from your monthly Stipend.

The details of the Scheme would be available to you when you start your Training.

11. Work Health and Safety

You agree to comply with all the directions and instructions emanating from the Company regarding health and safety and shall also take all the reasonable steps to ensure that you do not undermine your health and safety or the health and safety of any other person during the period of your Training with the Company.

You hereby acknowledge and agree that you are medically fit, at all times, to carry out your Training. In the event, the Company has any concerns about your fitness, including both physical and mental fitness, to train at any point in time, the Company may require you to consult and/or undergo a medical examination with a registered medical practitioner as nominated by the Company. You hereby agree to provide the Company with a copy of any such medical reports/results and/or authorize the Company to communicate with the concerned medical practitioner regarding your fitness to return to Training. In the event, you are declared medically unfit to train by a registered medical practitioner or you fail to carry out your Training on account of your continued ill health/prolonged illness, your Training may be terminated in accordance with the Company procedure and process.

You hereby acknowledge and agree that in the event you contract any infectious or contagious disease, you will immediately report to your mentor and/or the BP-HR and upon the Company's direction you shall not enter the office of the Company or that of the customer, until permitted to return. The Company also reserves the right to refuse entry into the workplace to any individual who is deemed by the Company to be unfit at its sole discretion, in the interest of providing a safe and hygienic environment for all the other parties visiting the workplace. You hereby agree that during such period when you are not Training.

You may be required to provide the Company with a medical certificate from a registered medical practitioner to verify a leave claim made on account of sickness.

12. Passport

Our Training offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

13. Notice period

Prior to the commencement of your Training with the Company, this Training offer may be terminated by the Company without any notice to you.

During the Training Period, you will be required to give 1 (one) month notice or Stipend thereof in case you decide to leave the Training, subject to the Company's discretion. Similarly, the Company can terminate your Training by giving 1 (one) month notice or Stipend thereof.

Your Training can be terminated by the Company without notice or payment in lieu of notice, at any time, for the occurrence of any act(s)/omission(s), including but not limited to the following:

(a) Engagement in misconduct.

(b) Falsification of any educational mark-sheets, transcripts or other related documents, or misrepresentation of information provided to the Company at the time of selection for Training.

(c) Not meeting the required eligibility criteria communicated to you prior to your selection for Training.

(d) Engagement in any conduct which brings or may bring the Company into disrepute.

(e) Convicted of an indictable offence or enter a plea of guilty to a charge brought for an indictable offence.

(f) In any other circumstance, in which the Company has the right to do so in accordance with the applicable law in force, including any significant breach of the terms and conditions of your Training offer letter and/or breach of the Company policies.

If your Training is completed or terminated, then you must immediately return all confidential information and any other property of or relating to the Company or the customer, affiliates, subsidiary or associated companies of the Company which you may have, without retaining any copies of the same.

14. Background checks

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

You acknowledge and agree that the aforementioned information and/or documents provided by you to the Company are true, complete and correct and you have not withheld any information from the Company that would affect your ability to successfully carry out your Training with the Company.

If you fail to submit the necessary information and/or documents as required by the Company within the specified time period or if the Company is not satisfied with the outcome of the background checks, or if the Company finds at any time that any information and/or documents given by you are not correct, true or complete in all respects, the Company may at its discretion and to the fullest extent permitted by applicable law, revoke this Training offer prior to your acceptance, or terminate your Training without notice or payment of Stipend.

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

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

15. Other terms and conditions

You agree to resign from any existing engagement, whether full-time or part-time, as director / partner / member / employee / trainee of any other organization / entity engaged in any form of business activity or public or charitable endeavour prior to joining the Company. You agree to ensure that your last working day with such organization, whether full-time or part-time, as director / partner / member / employee / trainee, is at least one working day prior to your start date with the Company.

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

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

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

You shall communicate to the Company within a period of two (2) days, in the event of any change in your citizenship status and/or your ability to lawfully work in India. You also consent to and agree that the Company may, at any time during your Training, perform a check on your citizenship status, and confirm your right to work in India.

You hereby acknowledge and agree to abide by all applicable internal policies of the Company. These policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these policies at any time in its absolute discretion.

During the course of your Training, you authorize and permit the Company to make any deductions, as required, from your Stipend in accordance with the applicable law and Company policies, including deductions for any accommodation provided to you by the Company.

Based on the nature of your work and business requirements, you may be required to train on rotational shifts. If you are required to train on rotational shifts, you will be duly intimated of the change in your shift timings.

You hereby agree and acknowledge that, at all times during the course of your Training with the Company, you will physically report to work at your location for Training, as mentioned in this Training offer letter, unless otherwise communicated to you by the Company. In the event, you fail to physically report to work at your location for Training in disobedience of the Company's direction to report to work without any justifiable reasons, the Company reserves the right to initiate appropriate action against you.

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

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

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

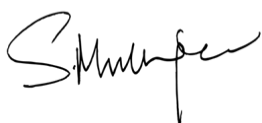
The waiver by the Company of any breach of any term of this Training offer letter will not prevent the Company from subsequently enforcing that term and it will not be deemed a waiver of any subsequent breach.

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

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

We wish you a rewarding Training with Infosys.

Yours sincerely,



Shamita Mukherjee
SVP and Global Head - Human Resource Development, Infosys BPM Limited

ACKNOWLEDGEMENT AND ACCEPTANCE

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

Date: _____, 20____

Sign your name

Print your name

Location

ANNEXURE - I

CUSTOMER CONNECTION AGREEMENT

I _____ accept training with Infosys BPM Limited ("**Infosys**").

I hereby acknowledge and agree that, for a period of **6 (Six)** months following the completion or termination (whether voluntary or involuntary) of my training with Infosys for any reason, and if I am employed by Infosys at its sole and absolute discretion after the completion of my training, then for a period of **6 (Six)** months following the termination of employment with Infosys, for any reason whatsoever, I will not work for or provide any services to a Customer, either directly or indirectly in any Capacity.

For the purposes of this Customer Connection Agreement ("**Agreement**"):

"Capacity" shall include working for or providing any services as an agent, consultant, director or employee to the Customer and/or to any contractor or any supplier of the Customer.

"Customer" means any person, firm or entity, who is a client of Infosys and/or its affiliates and with whom I had worked or dealt in a professional capacity at any time during the twelve (12) months immediately preceding the termination of my training with Infosys.

Place:

Trainee Signature:

Date:

Trainee Name: Ms. . Afrin Jamadar

Acknowledged by Infosys BPM Limited:

ANNEXURE - II

INFORMATION SHEET

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

* Failure to produce the document on the date of joining your Training will entail suitable action by the Company including withdrawal of Training offer & termination of Training. Originals of the above documents that you have submitted will be returned to you post verification. If required, Company can require you to furnish details on your past employments (if any).

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

*** All trainees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company for Training.

ANNEXURE - III

TERMS OF EMPLOYMENT

At the completion of your Training Period, the Company may, at its sole and absolute discretion, decide to extend you an offer of employment on the below terms and conditions:

1. Role Designation: Process Executive

2. Role: Process Executive

3. Job Level: 2B

4. Joining Date

If the Company decides to offer you employment at its sole and absolute discretion, your scheduled date of joining the employment of the Company will be communicated to you after the completion of your Training Period with the Company ("**Joining Date**") .

5. Location

If the Company decides to offer you employment at its sole and absolute discretion, your location for employment will be communicated to you after the completion of your Training Period with the Company.

You may be asked to relocate to any of the Company's units, departments or the offices of the Company's affiliates* and/or the offices of the Company's customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant policies of the Company in that work location.

Please be advised that you, by agreeing to these terms of employment, hereby give your irrevocable consent to the above.

*For the purpose of this offer of employment, `Affiliate` means an entity that controls, is controlled by, or is under common control of the Company. `Control` includes the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly by virtue of their shareholding or management rights or shareholders agreements or voting agreements of in any other manner.

6. Duties

You will perform day to day duties and activities in accordance with the job description for your Role, as well as other duties you are capable of performing, as required by the Company.

Your position, duties, responsibilities and reporting lines may be changed by the Company as required, from time to time, and you will be informed in writing of those changes.

Unless you are informed otherwise, these terms will continue to apply to you, even though your position, duties, responsibilities and reporting lines may change.

You agree that the primary purpose of your Role is the assignment to and completion of billable work for the customers of the Company. Where you are not engaged to perform billable work, you acknowledge that this may affect the ongoing viability of your Role and may result in outcomes up to and including the redundancy of your role, in accordance with the Company's policies in place from time to time.

7. Leave

You will be eligible for leaves in accordance with the leave policy of the Company.

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

The Company's policies also provide for maternity, paternity and bereavement leave. Further details will be provided to you at the time of commencement of your employment with the Company.

8. Promotion and Progression

The Company is committed to a performance-based culture. Career progression and increments in your salary will depend significantly upon your performance and demonstrated achievement of agreed business outcomes and desired professional behavior. A formal assessment of your performance will be periodically conducted in line with the Company's performance appraisal process with which you will be required to become familiar with, and in which you will need to participate.

9. Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

10. Compensation and Benefits

A. Salary

Your total gross salary will be **INR 21003 per month**. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - A to this Annexure-III.

B. Voice and Shift Allowances

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

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

Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details, please refer to the shift allowance policy of the Company.

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

C. National Pension Scheme

The Company offers all the India based employees the option to contribute towards the national pension scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks.

D. Insurance

Health Insurance: You will be eligible to participate in a Group Health Insurance Scheme and covered by default under the standard health insurance plan as per the applicable Company Health Insurance Policy. You may also choose to enhance the benefits with other participatory optional health insurance plans.

Life Insurance: You will be covered under the Group Life Insurance and Accident Insurance scheme under the standard life insurance plan as per the applicable Company Life Insurance Policy. The fixed monthly insurance premium of **INR 130** will be deducted from your salary on a monthly basis, and you hereby provide consent for the same to be deducted from your monthly salary.

The details of the scheme(s) would be available to you when you commence your employment with the Company.

11. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian taxation laws. Required personal taxation will have to be deducted at source, as per the applicable laws, and the Company would not be responsible for the accuracy of the same.

12. Work Health and Safety

(a) You agree to comply with all the directions and instructions emanating from the Company regarding health and safety and shall also take all the reasonable steps to ensure that you do not undermine your health and safety or the health and safety of any other person during the period of your employment with the Company.

(b) You hereby acknowledge and agree that you are medically fit, at all times, to discharge the role and duties entrusted to you by the Company. In the event, the Company has any concerns about your fitness to work at any point in time, the Company may require you to consult and/or undergo a medical examination with a registered medical practitioner as nominated by the Company. You hereby agree to provide the Company with a copy of any such medical reports/results and/or authorize the Company to communicate with the concerned medical practitioner regarding your fitness to return to work. In the event, you are declared medically unfit to discharge your role and duties by a registered medical practitioner or you fail to discharge your role and duties on account of your continued ill health/prolonged illness, your employment may be terminated in accordance with the Company procedure and process.

(c) You hereby acknowledge and agree that in the event you contract any infectious or contagious disease, you will immediately report to your Manager and/or the BP-HR and upon the Company's direction you shall not enter the office of the Company or that of the customer, until permitted to return. The Company also reserves the right to refuse entry into the workplace to any individual who is deemed by the Company to be unfit at its sole discretion, in the interest of providing a safe and hygienic environment for all the employees and third parties visiting the workplace. You hereby agree that during such period when you are not working, you will be on earned leave and upon exhaustion of the earned leave, on unpaid leave.

(d) You may be required to provide the Company with a medical certificate from a registered medical practitioner to verify a leave claim made on account on sickness.

13. Notice Period and Termination of Employment

Prior to the commencement of your employment with the Company, this offer of employment may be terminated by the Company without any notice to you.

You will be required to give 1 (one) month notice or salary thereof in case you decide to leave the services of the Company, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the 1 (one) month notice period. Similarly, the Company can terminate your services by giving 1 (one) month notice or salary thereof.

Your services can be terminated without notice or payment in lieu of notice, at any time, for the occurrence of any of the below act(s)/omission(s), including but not limited to the following:

- (a) engagement in misconduct;
- (b) refusal or failure to act in compliance with a directive or instruction of the Company or its customer;
- (c) engagement in any conduct which brings or may bring the Company into disrepute;
- (d) Convicted of an indictable offence or enter a plea of guilty to a charge brought for an indictable offence.
- (e) In any other circumstance, in which the Company has the right to do so in accordance with the applicable law in force, including any significant breach of the terms and conditions of your employment and/or breach of the Company policies.

14. Garden leave

The Company may place you on paid leave and direct you to comply with all or part of the following in such circumstances including but not limited to, following the notice to terminate your employment by either party: If notice is given by the Company to terminate your employment, then the Company may direct you:

- (a) Not to perform any duties for part or all of the notice period or be employed or engaged in the conduct of any activity of the Company; and/or
- (b) Not to enter or attend the premises of the Company;
- (c) Not to contact or have any communication with clients, prospective clients, employees, consultants, investors, suppliers, distributors, shareholders, agents, representatives or other business contacts of the Company; and/or
- (d) Remain available to be called upon during your ordinary hours of work as specified by the Company. require you to remain away from the Company's premises.

During such period, the Company may appoint one (1) or more persons to replace you in the performance of the duties of your position.

During such period, the Company shall continue to pay you, your salary and provide your contractual benefits, but shall have no obligation to provide you with any work or opportunities to earn/accrue incentives/commission over and above your salary and all duties of your employment (express and implied) will continue, including your duties of fidelity, good faith and exclusive service.

15. Termination Obligations

If your employment is terminated, then you must immediately return all confidential information) and any other property of or relating to the Company or the customer, affiliate, subsidiary or associated companies of the Company which you may have, without retaining any copies of the same.

On termination of your employment for any reason:

- (a) You must repay all the monies owed to the Company;
- (b) The Company will pay all entitlements owed to you; and
- (c) The Company can, to the maximum extent permitted by law, withhold and set-off any amount owed by you under sub-clause (a) from or against any amount owed to you under sub-clause (b).

In the event your employment is terminated due to misconduct while on deputation or secondment or temporary transfer to a branch, affiliate of the Company, or any third party, then your employment with the Company shall also stand terminated.

You hereby acknowledge and agree that any statutory or other 'last in, first out' rule or any modification thereof shall not apply to you in the event of termination of your employment with the Company for any reason.

16. Deductions

During the course of your employment, you authorize and permit the Company to make any deductions, as required, from your salary in accordance with the applicable law and Company policies.

17. Background checks

The Company may, at any time and at its discretion conduct background checks prior to or after your expected Joining Date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks.

You acknowledge and agree that the aforementioned information and/or documents provided by you to the Company are true, complete and correct and you have not withheld any information from the Company that would affect your ability to successfully carry out your employment with the Company.

If you fail to submit the necessary information and/or documents as required by the Company within the specified time period or if the Company is not satisfied with the outcome of the background checks, or if the Company finds at any time that any information and/or documents given by you are not correct, true or complete in all respects, the Company may at its discretion and to the fullest extent permitted by applicable law, revoke the offer of employment prior to your acceptance, or terminate your employment without notice or payment of compensation.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information and/or documents including but not limited to: (i) statement of bank account which evidences salary payments by previous employer, or (ii) statement of provident fund account which evidences contribution of provident fund by previous employer, or (iii) submission of Form 16/Income Tax Returns filed as issued under the Income Tax Act, 1961 or any other applicable law, or (iv) submission of your Aadhaar number as provided to you under the provisions of the Aadhaar (The Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (" **Aadhaar Act** ") or any other law in force for time being, to substantiate the details that you have earlier provided to the Company, before initiating the appropriate action.

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

18. Conflict of Interest

You agree to resign from any existing engagement, whether full-time or part-time, as director / partner / member / employee of any other organization / entity engaged in any form of business activity or public or charitable endeavour prior to the Joining Date. You agree to ensure that your last working day with such organization, whether full-time or part-time, as director / partner / member / employee, is at least one working day prior to your Joining Date with the Company.

You agree not to be, whether full-time or part-time, a director / partner / member / employee of any other organization / entity engaged in any form of business activity, at any time during the course of your employment with the Company, without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

19. Other terms and conditions

(a) You agree that all your educational degrees are secured under a regular full-time program and not through any distance learning and/or part time program. You further agree and acknowledge that all your educational degrees are secured from educational institutions approved by University Grants Commission (UGC)/All India Council for Technical Education (AICTE)/ Association of Indian Universities or such of its successors. The Company reserves the right to recognize any educational degree secured from any other educational institution, in its sole and absolute discretion.

- (b) You hereby agree to provide the Company with the information and/or documents, as required, to enable the Company to link your existing Universal Account Number ("UAN") with the Company or to generate a UAN at the time of commencing employment with the Company.
- (c) You hereby acknowledge and agree that, at all times during the course of your employment with the Company, you will act in compliance with your obligations under Section 142 of the Code on Social Security, 2020 or such other law, which requires you to establish your identity through your Aadhaar number provided to you under the provisions of the Aadhaar Act or any other law in force for time being.
- (d) You shall communicate to the Company within a period of two (2) days, in the event of any change in your citizenship status and/or your ability to lawfully work in India. You also consent to and agree that the Company may, at any time during your employment, perform a check on your citizenship status, and confirm your right to work in India.
- (e) You hereby acknowledge and agree to abide by all internal policies of the Company. These policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these policies, at any time, in its sole and absolute discretion and you hereby consent to the same.
- (f) You hereby agree that based on the nature of your work and business requirements, you may be required to work on rotational shifts including night shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company will be made applicable to you.
- (g) You hereby agree that based on the nature of your work and business requirements, you may be required to work on rotational shifts including night shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company will be made applicable to you.
- (h) You hereby acknowledge and agree that any additional hours that you are required to work outside working hours are reasonable so far as they are necessary for the full and proper performance of your duties under the terms of your employment.
- (i) The Company may at any time or times, in the event of a fire, catastrophe, natural or man-made disasters, breakdown of machinery, communication equipment, statutory restrictions, failure / stoppage of the power supply, epidemic, pandemic, civil commotion, shortage of orders or other trade reason, financial difficulty, economic conditions, or any other cause which is beyond the reasonable control of the Company, suspend work, close down any department or departments wholly or partially for any period or period. You hereby agree to be on earned leave and upon exhaustion of the earned leave, on unpaid leave for the period you have been laid off by the Company.

(j) You hereby agree and acknowledge that, at all times during the course of your employment with the Company, you will physically report to work at your location communicated to you at the commencement of your employment, unless otherwise communicated to you by the Company. In the event, you fail to physically report to work at your location for employment in disobedience of the Company's direction to report to work without any justifiable reasons, the Company reserves the right to initiate appropriate action against you.

(k) You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with the Company.

(l) If an offer of employment is extended to you by the Company at its sole and absolute discretion, Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III of the Training Offer Letter constitutes and records the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other previous negotiations, understandings, contracts, agreements, representations, warranties, memoranda or commitments, whether written or oral. If you are offered any employment by the Company basis the terms provided in these Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, then the same is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

(m) If any of the terms or conditions of Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III and the remaining terms and conditions shall continue in force.

(n) The waiver by the Company of any breach of any term of employment will not prevent the Company from subsequently enforcing that term and it will not be deemed a waiver of any subsequent breach.

(o) The offer of employment shall be governed by the laws of India, and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ACKNOWLEDGEMENT AND ACCEPTANCE

I agree and understand that after the completion of Training with the Company, the Company may at its sole and absolute discretion offer me employment as per the terms provided in Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, of this Training Offer Letter. I confirm that I have read, understood and agree to the terms and conditions as set forth in Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, as terms of my employment with the Company, if an employment is offered to me by the Company.

Date: _____, 20____

Sign your name

Print your name

Location

ANNEXURE - A

If at the completion of your Training Period, the Company, at its sole and absolute discretion, decides to extend you an offer of employment, the compensation details for such employment will be as follows:

COMPENSATION DETAILS	
Name	Ms. Afrin Javed Jamadar
Role Designation	Process Executive
Job Level	2B
Date of Joining	
Location of Posting	PUNE, MAHARASHTRA, India
Fixed Components	Amount in INR per month
Basic	13,711
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	741
Sub Total 1	15,552
Statutory Components	
Company Contribution to Provident Fund	1,777
Gratuity	712
Bonus/Ex-gratia	2,962
Sub Total 2	5,451
Gross Salary per month	21,003
Total Annual CTC	252,036

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as provided in terms of employment and Company policies

Voice Allowance (paid monthly on allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

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

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 0.75% of salary as ESI contribution while the Company will contribute 3.25% of salary as ESI contribution. Salary for the purpose of ESI calculation includes fixed components mentioned above.

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

Offered by: 29-01-2025 <hr/> Sign your name Manu Athira <hr/> Print your name 9046872 HRD <hr/> Emp No. Dept. Name	Candidate: Date: _____, 20_____ <hr/> Sign your name Afrin Jamadar <hr/> Print your name Emp No. Dept. Name	SAP data provided by: Date: _____, 20_____ <hr/> Sign your name <hr/> Print your name Emp No. Dept. Name	SAP data updated by: Date: _____, 20_____ <hr/> Sign your name <hr/> Print your name Emp No. Dept. Name
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