



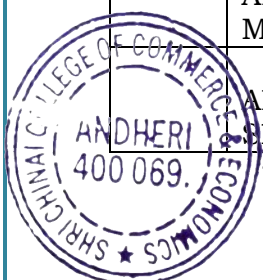
**LAXMI CHARITABLE TRUST**  
**SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS**

Dr. S. Radhakrishnan Marg, Andheri(East), Mumbai-400069

Accredited by NAAC with B Grade

**NUMBER OF OUTGOING STUDENTS PLACED**

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2022-23	Pritam singh	BAF	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Rishi Pathak	BMS	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Mehtab Shaikh	BFM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Dhiraj Yadav	BAF	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Ashish Iyer	BAF	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Shaikh Nazir	BAF	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Naman Chitalia	BMS	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Ashish Maurya	BBM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Tanvi Dhamne	BCOM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Manasvi Tawde	BBM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Anagha Menon	BAF	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Aakash Shukla	BFM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa



	Vrijendra Sharma	BBI	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
	Abhishek Yadav	BFM	2023	Tata Consultancy Services Ltd.- 18002093111	1,69,920 pa
<b>2021-22</b>	Aishwarya Nair	TYBFM	2021	Capita India Pvt Ltd.- 02240425700	1,92,000 pa
	Sahil Bhable	TYBBI	2021	Capita India Pvt Ltd.- 02240425701	1,92,000 pa
	Harsh Kamble	TYBFM	2021	Capita India Pvt Ltd.- 02240425702	1,92,000 pa
	Aashutosh Ojha	TYBCOM	2021	Capita India Pvt Ltd.- 02240425703	1,92,000 pa
	Rushabh Khedekar	TYBMS	2021	Capita India Pvt Ltd.- 02240425704	1,92,000 pa
	Tanvi Rawal	TYBMS	2021	Capita India Pvt Ltd.- 02240425705	1,92,000 pa
	Sreelakshmi Nair	TYBAF	2021	Capita India Pvt Ltd.- 02240425706	1,92,000 pa
	Vishal Vaidya	TYBAF	2021	Capita India Pvt Ltd.- 02240425707	1,92,000 pa
	Sandeep Jassar	TYBFM	2021	Capita India Pvt Ltd.- 02240425708	1,92,000 pa
<b>2020-21</b>					
<b>2019-20</b>	Charlton Collin Pereira	TYBMS	2020	Capita India Pvt Ltd.- 02240425700	2,30,004 pa
	Radyen Kirth Dsouza	TYBMS	2020	Capita India Pvt Ltd.- 02240425701	2,30,004 pa
	Dhanish Manzoor Shaikh	TYBMS	2020	Capita India Pvt Ltd.- 02240425702	2,30,004 pa
	Ankush Pal	TYBFM	2020	Capita India Pvt Ltd.- 02240425703	2,30,004 pa
	Aaron Dsouza	TYBFM	2020	Capita India Pvt Ltd.- 02240425704	2,30,004 pa
	Calida Fernandis	TYBFM	2020	Capita India Pvt Ltd.- 02240425705	2,30,004 pa
	Maindra Singh	TYBCOM	2020	Capita India Pvt Ltd.- 02240425706	2,30,004 pa





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# Criterion 5

## Student Support and Progression

# 2022-2023





**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20234362041/Mumbai/BPS/BTN**

**Date:06/09/2023**

Dear Mr. Abhishek Devidayal Yadav,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079  
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Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234362041/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234361230/Mumbai/BPS/BTN**  
**Date: 15/09/2023**

Mr. Mehatb Mukhtar Shaikh  
Tunga Village Saki Vihar Road Powai Mumbai  
Chandivali  
Shiv Sena Office  
Mumbai-400072  
Maharashtra  
Tel# 91-7738884330

Dear Mr. Mehatb Mukhtar Shaikh,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

### **6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

## **TERMS OF TRAINEESHIP**

### **1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

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It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

## 2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## 3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## 4. Leave:

You will be entitled for leaves as per the company's policy.

## 5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## 6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

## 7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

## 8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



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(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size

An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



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Your original documents will be returned to you after verification.

#### 14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

#### 16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### 17. Terms and conditions:

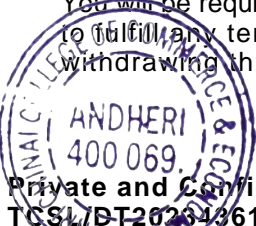
The above terms and conditions of traineeship are specific to your traineeship period in India.

#### 18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

#### 19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

  
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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



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## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234361230/Mumbai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



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## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### 4. Prior knowledge

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

#### 5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### 6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



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TCS/DT20224361230

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



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representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20234340273/Mumbai/BPS/BTN**

**Date:15/09/2023**

Dear Ms. Tanvi Balkrishna Dhamne,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234340273/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



### **TATA CONSULTANCY SERVICES**

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06-OCT-2023

Letter Of Appointment

To,  
Mr. Vrijendra Kumar Sharma  
74 11/B Siddhivinayak Building  
Jvlr Link Road  
Durganagar  
9137450821

Dear Mr. Vrijendra Kumar,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/2111924/BOM/Business Process Outsourcing Services/BTN dated 27-Sep-2023 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 06-OCT-2023.

Your Trainee ID is 2683609.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,  
For TATA Consultancy Services Limited

GIRISH V NANDIMATH  
Global Head – Talent Acquisition

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

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







## APPOINTMENT LETTER

07/06/2023

**Harsh Kamble**  
Mumbai

Dear **Harsh**

Welcome to the Capita family!

This contract sets out the main terms and conditions, on which Capita India Private Limited will employ you. This contract comes into effect from **08/06/2023**. The offer will stand revoked if you are unable to join us on the said date.

### JOB TITLE

You will be employed in the position of **Executive - Customer Services** in **India - Band 7 - Operations**. You will be based at **Mumbai**. However there may be business requirement which requires flexibility of location and you may be asked to work partly or wholly from another location including working remotely from home on a permanent or temporary basis.

The Company reserves the right to change your duties and responsibilities during your employment.

### REMUNERATION

Your total remuneration (Cost To Company) on an annual basis will be **₹252,000.00**. All payments made to you will be subject to deduction of tax at source as applicable under the Income Tax Act 1961. Other statutory deductions may be applicable as per the law of the land from time to time.

Please find details of your package attached in the Salary Annexure. This amount is inclusive of your basic salary, statutory allowances to which you will be eligible and subject to statutory deductions as per the law of the land.

Salaries are normally reviewed annually. The review does not guarantee you an increase in salary. Any increase will be awarded on the basis of individual performance and the achievement of objectives, business profitability and market rates.

### TENURE

The tenure of this employment is for the **3 Months of Duration** ending **08/09/2023**. The contract will end without any further notice, unless otherwise communicated regarding extension in writing.

### BACKGROUND CHECKS / REFERENCES

Background check will be conducted verifying your Highest Education, Last 2 Employments and a Criminal Check for present and past addresses. These will cover suitability for the job, reliability and honesty. Should such background checks prove unsatisfactory your employment in the Company will be withdrawn. At the time of joining and throughout the course of your employment with the Company, you are required to have a minimum Credit Score of 600 or above and no previous/existing criminal records against you. Subsequent to your joining, in case your Credit Score falls below 600 or there is any change in your criminal records, you are expected to proactively report any such changes and consequences arising thereof, to the Company immediately. The Company reserves the right to request for re-verification of your Credit Score and/or Criminal Check at any time during your employment as part of regulatory/audit requirements and as a commitment to its Clients.

Meeting minimum required standards are a must to ensure continuance of the employment contract.

## HOURS OF WORK

You will be asked to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies, as per the Company policy and applicable laws from time to time. In order to be flexible to meet customer's needs you may be required to work additional hours from time to time. Overtime terms shall be as per the Company policy and applicable laws from time to time. You will be provided minimum one weekly off.

## DEDUCTIONS

The Company shall be entitled to deduct from salary, or from any payment due to you upon termination of employment or during your employment, any monies due from you to the Company. Such sums include, without limitation, repayment of any loans or advances, repayment of any overpaid holiday pay, salary or benefits and the cost of any damage to or failure to return the Company's property. The Company will operate this clause in a fair and reasonable manner.

## NORMAL RETIREMENT AGE

Normal retirement age is the 60th birthday for all employees.

## ILLNESS

If you are prevented by ill-health, accident or other urgent necessity from reporting for work or performing your duties, you shall bring this to the notice of your line manager as soon as possible and provide the Company with all relevant information as it may reasonably require.

You may be required by the Company to attend an examination by a qualified registered medical practitioner appointed or agreed to by the Company and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the Company's policies shall be, at the discretion of the Company, without salary.

## LEAVE ENTITLEMENT

The leave entitlement shall be as per the Company policy and applicable laws from time to time

If you leave the Company, you are entitled to be paid for any outstanding leave entitlement. If leave already taken exceeds entitlement, the Company will deduct a pro rata amount from any monies owing to you at the time.

## MATERNITY LEAVE (Only relevant to a Woman employee)

You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

**Maternity Leave:** You shall be entitled to 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.

**Adoption & Commissioning Mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as may be the case.

## NOTICE PERIOD FOR TERMINATION

You are required to provide the Company with written notice to terminate this agreement as governed by the Company policies. Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you the same written notice as applicable as per the Company Policy. Please refer to the Policies Section on the Intranet for the Company's Notice period Policy applicable to you.

Capita India Private Limited

Registered Office: Plant 6, Godrej & Boyce Complex, LBS Marg, Pirojshahnagar, Vikhroli (West), Mumbai - 400079, Maharashtra, India.

Tel.: +91-22-4042 5700 Registered in India. CIN: U93090MH2006PTC166414

Website: www.capita.com

Data Classification: Confidential

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice. The maximum liability of the Company shall not exceed three months' salary and statutory benefits in case the termination is found to be wrongful.

The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 10 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non communication on employee's behalf with his/her Supervisor/Manager or the HR representative.

### **NOTICE PERIOD (For training / migrations in the UK / India)**

The Company may propose a training programme / Migration in the UK / India exclusively for upgradation of your process knowledge OR knowledge transfer programme at the cost of Company. In case you accept the proposal of the training programme, immediately, following conditions for the notice period shall be applicable to you.

a) If your training period is less than 10 weeks or 10 weeks, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of return from the training/migrations in the UK. In the event of resignation within a period of six months (for calculation 180 days) from the last date of return of training /migration in the UK, you will be required to:

1> complete the full 6 months (for calculation 180 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

b) If your training period is more than 10 weeks, you cannot leave the organisation within 12 months (for calculation 360 days) from the last date of return from the training/migrations in the UK. In the event of resignation within a period of twelve months (for calculation 360 days) from the last date of return of training/migration in the UK, you will be required to:

1> complete the full 12 months (for calculation 360 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.

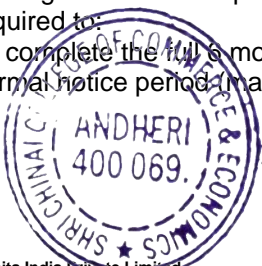
2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 12 months (for calculation 360 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

c) **Training in India** : In the event of your training cost equal to or exceeding INR 1,50,000 per annum, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of completion of the training. In the event of resignation within a period of six months (for calculation 180 days) from the last date of completion of training, you will be required to:

1> complete the full 6 months (mandatory - for calculation 180 days) from the last date of completion of training and serve the normal notice period (mandatory) as per the policy.



2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you notice as per Company policy.

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice.

### **TRAINING AND COMPETENCE SCHEME**

If required as per role, you will be required to attain competence as per the T&C scheme within 24 months.

This includes passing all appropriate examinations (Certificate in Financial Planning), and the other relevant requirements to attain competence, as per your role as an overseer. This will commence from the Overseer date (which will be communicated by your Line Manager) as per the Training and Competency Scheme, if applicable.

This condition being mandatory and statutory in nature, it is compulsory for you to attain competence within the stipulated time frame given to you from time to time either verbally, in writing, or through electronic media. Please note that non-observance of aforesaid condition shall result in automatic termination of your service without any notice or notice period thereof.

### **TRANSFERABILITY**

Your services shall be liable for transfer from one department / project / profit centre / Location / branch / state / city/country to another solely at the discretion of the management and your refusal to accept the same shall attract disciplinary action.

### **STATUTORY & MODEL STANDING ORDERS**

You will be subject to the Statutory & model standing orders. If you have any grievance relating to your employment, you should refer the matter to your line manager in the first instance.

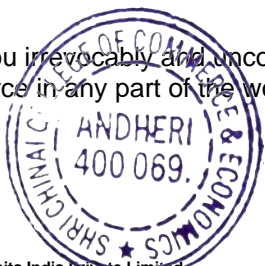
### **INVENTIONS, COPYRIGHT AND DESIGN RIGHTS**

You shall promptly disclose and deliver to the Company full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment and which relate or could relate, directly or indirectly, to the Company's business.

You shall promptly disclose to the Company any copyright works or designs originated, conceived, written or made by you during your employment which relate, or could relate, to the Company's business.

You assign to the Company by way of future assignments with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world in respect of all works and material originated, conceived, written or made by you during the course of your employment which relate, or could relate, directly or indirectly to the Company's business.

You irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.



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You will not use any third-party data or materials that are not validly licensed by the Company unless authorised by your manager. You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

### **EXCLUSIVITY OF SERVICE**

During your employment, unless otherwise agreed by your line manager, you shall not undertake any other business, profession, or employment, or be or become directly or indirectly concerned or interested in any other business, profession or employment.

### **CONFIDENTIAL INFORMATION**

During your employment with us, or at any time after its termination, you will not be permitted to use or disclose to another, be it another employee or a third party, (unless you must do so in order to carry out your normal working duties whilst employed by us) any confidential information belonging to the Company, or any Associated Company, or in respect of which the Company, or any Associated Company, owes a duty of confidentiality.

Confidential information includes but is not limited to:

- any information given by a person to the Company who is a client or potential client of the Company
- confidential lists and particulars of the clients and potential clients of the Company or any Associated Company;
- any information relating to the products, or proposed products, of the Company or any Associated Company;
- any marketing, financial, business or sales information or terms of contracts or agreements, or plans relating to the Company or any Associated Company
- any information which the Company has identified as confidential

### **OBLIGATIONS AFTER EMPLOYMENT**

On termination of your employment you agree that you will not, either directly or indirectly, for a period of 12- months following your last day of employment on your own behalf or on behalf of another person:

(i) seek, canvas, solicit or accept from any person who was a client or potential client of the Company, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.

(ii) seek to persuade any client or potential client of the Company, or of any Associated Company, not to conduct or renew any financial services or insurance business with the Company, or any Associated Company, or to terminate such business.

You agree that the compensation payable under this agreement is sufficient consideration for this clause, and that the time and character limitations are reasonable and will not impair your ability to earn a livelihood.

### **INTELLECTUAL PROPERTY**

The intellectual property in any material (e.g. ownership of copyrights, confidential information, trade marks or patentable inventions) made or acquired by you or to which you have had access or have had knowledge of in the course of your employment shall be the property of the Company and is covered by the confidentiality provisions set out above.

### **COMPANY PROPERTY**

You shall promptly whenever requested by the Company and in any event upon the termination of your employment (for whatsoever cause) deliver up to the Company or its authorised representatives all property, including without limitation: computer, mobile phone, office equipment which may be in your possession or under your control and which relate in any way to the property, business or affairs of the Company, any associated Company or any client or agent of the Company.

### **INFORMATION SECURITY**

On commencing employment with the Company, you will be required to sign an Agreement of Non-Disclosure, Confidentiality, Conflict of Interest and Secrecy.

Capita India Private Limited

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Tel.: +91-22-4042 5700 Registered in India. CIN: U93090MH2006PTC166414

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This agreement is the entire and sole agreement between the parties and replaces all other agreements or arrangements, whether they were written or verbal, and by signing this agreement you confirm that you accept the terms of this agreement and have not relied on any agreements which are not contained in this document.

#### **NON- ENTICEMENT**

You are not permitted for a period of 12 months after your last day of employment, to employ, or solicit or entice away from the Company or any Associated Company any employee or worker who is engaged by the Company or any Associated Company in a senior managerial, sales or sales support capacity including customer services employees and was a person with whom you dealt in the course of your duties.

#### **PROCESSING OF YOUR INFORMATION**

By signing this agreement, you are giving your consent to allow the Company to process your personal information, including sensitive information such as health information and information about criminal convictions, for employee administration and management purposes, which may include the carrying out of appropriate security checks. You also consent to our transferring your information to countries, which do not provide the same level of data protection as India.

During your employment with the Company, various software tools/applications may be installed on company desktop/laptop, or any other IT & telecommunication device (including any pre-approved personal device falling under "bring your own device" category) for the purposes of (amongst others) monitoring your productivity, maintaining confidentiality of the Company and/or its clients' data and/or information and to protect legitimate business interests of the Company. This monitoring may include, but not be limited to, log in & out details on the IT System, tracking of productive hours, tracking of non-active & idle hours including time spent on browsing non-relevant applications and URLs, desktop/laptop screen viewing rights by seniors/line managers strictly to ensure transparent handling of confidential data and/or information and to avoid misuse of any data.

#### **JURISDICTION**

This agreement shall be governed by, and construed in accordance with, the laws of the Republic of India.

Yours Sincerely,

**For Capita India Private Limited**

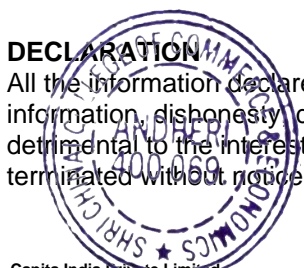


**Jayeeta D'Souza**

**General Manager - Human Resources**

#### **DECLARATION**

All the information declared by you being found true and accurate. In the event of any suppression of facts or falsification of information, dishonesty, disobedience, misappropriation, absence from work without permission or any other act considered detrimental to the interest of the Company, or of violation of one or more terms of this appointment, your services are liable to be terminated without notice.



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You are requested to sign the duplicate copy of this letter as a token of your acceptance.

Signed..... Date: .....

Name: **Harsh Kamble**

I acknowledge receipt of the original copy of this contract and accept the terms and conditions set out herein

-----

## DECLARATION

In order to comply with the regulatory environment in which Capita operates, we are required to ask employees about specific aspects of their background.

Please answer the following questions honestly and completely by ticking in the space next to either "Yes" or "No" and providing further details where required. If you need more space than is given for additional information, please use an extra sheet.

- Have you ever been dismissed by a previous employer or have you ever resigned under a disciplinary procedure?

Yes-----

No -----

If yes, please provide full details:

- Have you ever been convicted of any criminal offence?

Yes-----

No -----

If yes, please provide full details:

- Please confirm how many days you have been absent from work because of illness over the last 2 years. If any period of absence was for longer than a period of working days, please confirm the reasons for the absence.

----days

Details:

- Do you have any permanent medical disability?

Yes-----

No-----

If yes, please provide full details:

- Are you currently in arrears on any repayments for any type of financial services? This may include mortgages, personal loans, credit arrangements etc.

Yes-----

No-----

If yes, please provide full details:

I understand that any offer of employment will be subject to the information on this form being correct.

I understand that any false, incomplete or misleading information that I may give will make me liable, if employed, to dismissal.

Signature: -----

Name : **Harsh Kamble**

Date : -----

Annexure I

**Name:- Harsh Kamble**

**Designation:- Executive - Customer Services, Band:- India - Band 7 - Operations**

### **COMPONENTS OF PAY - PER ANNUM**

#### **(A) FIXED COMPONENTS**

Basic Pay -- ₹100,800.00

House Rent Allowance -- ₹50,400.00

Statutory Bonus -- ₹36,000.00

Personal Pay -- ₹47,052.00

**Total Fixed Pay (TFP) -- ₹234,252.00**

#### **(B) RETIRALS**

Provident Fund (Employer's Contribution) -- ₹17,748.00

**COST TO COMPANY (CTC) (A+B) -- ₹252,000.00**

#### **Note:**

\* Monthly salary is subject to deduction of Professional Tax and Income tax.

- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.

- HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.

- You can claim reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy. Please refer to the policy note on Flexi-benefits for the plans applicable to you.

- You will be covered for Insurance (Mediclaime or ESI basis salary eligibility, Personal Accident, Term Life) as per Company policy.

- You will be paid Gratuity as per the Gratuity ACT.





Yours Sincerely,

**For Capita India Private Limited**

A handwritten signature in black ink, appearing to read 'Jayeeta D'Souza'.

**Jayeeta D'Souza**

**General Manager - Human Resources**



**Capita India Private Limited**

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LAXMI CHARITABLE TRUST

SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

Dr. S. Radhakrishnan Marg, Andheri(East), Mumbai-400069

Accredited by NAAC with B Grade

# Criterion 5

## Student Support and Progression

# 2021-2022





## APPOINTMENT LETTER

01/09/2022

**Sahil Mohan Bhable**  
**50091074**

Dear **Sahil**,

Welcome to the Capita family!

This contract sets out the main terms and conditions, on which Capita India Private Limited will employ you. This contract comes into effect from **01/09/2022**. The offer will stand revoked if you are unable to join us on the said date.

### JOB TITLE

You will be employed in the position of **Executive - Customer Services** in **India - Band 7 - Operations**. You will be based at **Mumbai**. However there may be business requirement which requires flexibility of location and you may be asked to work partly or wholly from another location including working remotely from home on a permanent or temporary basis.

The Company reserves the right to change your duties and responsibilities during your employment.

### REMUNERATION

Your total remuneration (Cost To Company) on an annual basis will be **₹230,004.00/-**. All payments made to you will be subject to deduction of tax at source as applicable under the Income Tax Act 1961. Other statutory deductions may be applicable as per the law of the land from time to time.

Please find details of your package attached in the Salary Annexure. This amount is inclusive of your basic salary, statutory allowances to which you will be eligible and subject to statutory deductions as per the law of the land.

Salaries are normally reviewed annually. The review does not guarantee you an increase in salary. Any increase will be awarded on the basis of individual performance and the achievement of objectives, business profitability and market rates.

### DISCRETIONARY BONUS SCHEME

In addition to this, subject to the Rules of the Scheme, you will also be eligible for an Annual Bonus / Exgratia, based on individual and Company performance) payable at the Company's discretion. This Scheme may be varied by the Company at its discretion.

To receive this bonus you must be employed by the Company at the time that bonus is payable.



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## BACKGROUND CHECKS / REFERENCES

Background check will be conducted verifying your Highest Education, Last 2 Employments and a Criminal Check for present and past addresses. These will cover suitability for the job, reliability and honesty. Should such background checks prove unsatisfactory, your employment in the Company will be withdrawn. At the time of joining and throughout the course of your employment with the Company, you are required to have a minimum Credit Score of 600 or above and no previous/existing criminal records against you. Subsequent to your joining, in case your Credit Score falls below 600 or there is any change in your criminal records, you are expected to proactively report any such changes and consequences arising thereof, to the Company immediately. The Company reserves the right to request for re-verification of your Credit Score and/or Criminal Check at any time during your employment as part of regulatory/audit requirements and as a commitment to its Clients.

Meeting minimum required standards are a must to ensure continuance of the employment contract.

## HOURS OF WORK

You will be asked to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies, as per the Company policy and applicable laws from time to time. In order to be flexible to meet customer's needs you may be required to work additional hours from time to time. Overtime terms shall be as per the Company policy and applicable laws from time to time. You will be provided minimum one weekly off.

## PROBATIONARY PERIOD

Your employment will be subject to a **three months** probationary period from the date of joining the Company. During your probation period, the Company will regularly assess and review your performance. At the end of this period your services will be deemed confirmed. However, if your work performance is not of the required standard the Company may extend your probationary period or terminate your employment without assigning any reasons. During probation period, either party may terminate the contract by giving notice in writing as applicable based on Company Policies. Please refer to the Policies Section on the Intranet for the Company's Probation Period and Notice Period Policies applicable to you.

The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 10 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non communication on employees' behalf with his/her Supervisor/Manager or the HR representative.

## DEDUCTIONS

The Company shall be entitled to deduct from salary, or from any payment due to you upon termination of employment or during your employment, any monies due from you to the Company. Such sums include, without limitation, repayment of any loans or advances, repayment of any overpaid holiday pay, salary or benefits and the cost of any damage to or failure to return the Company's property. The Company will operate this clause in a fair and reasonable manner.

## NORMAL RETIREMENT AGE

Normal retirement age is the 60th birthday for all employees.

## ILLNESS

If you are prevented by ill-health, accident or other urgent necessity from reporting for work or performing your duties, you shall bring this to the notice of your line manager as soon as possible and provide the Company with all relevant information as it may reasonably require.

You may be required by the Company to attend an examination by a qualified registered medical practitioner appointed or agreed to by the Company and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the Company's policies shall be, at the discretion of the Company, without salary.

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## LEAVE ENTITLEMENT

The leave entitlement shall be as per the Company policy and applicable laws from time to time

If you leave the Company, you are entitled to be paid for any outstanding leave entitlement. If leave already taken exceeds entitlement, the Company will deduct a pro rata amount from any monies owing to you at the time.

## MATERNITY LEAVE (Only relevant to a Woman employee)

You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

**Maternity Leave:** You shall be entitled to 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.

**Adoption & Commissioning Mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as may be the case.

## NOTICE PERIOD FOR TERMINATION

You are required to provide the Company with written notice to terminate this agreement as governed by the Company policies. Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you the same written notice as applicable as per the Company Policy. Please refer to the Policies Section on the Intranet for the Company's Notice period Policy applicable to you.

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice. The maximum liability of the Company shall not exceed three months' salary and statutory benefits in case the termination is found to be wrongful.

The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 10 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non communication on employee's behalf with his/her Supervisor/Manager or the HR representative.

## NOTICE PERIOD (For training / migrations in the UK / India)

The Company may propose a training programme / Migration in the UK / India exclusively for upgradation of your process knowledge OR knowledge transfer programme at the cost of Company. In case you accept the proposal of the training programme, immediately, following conditions for the notice period shall be applicable to you.

- a) If your training period is less than 10 weeks or 10 weeks, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of return from the training/migrations in the UK.
- In the event of resignation within a period of six months (for calculation 180 days) from the last date of return of training /migration in the UK, you will be required to:
- 1> complete the full 6 months (for calculation 180 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.



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2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

b) If your training period is more than 10 weeks, you cannot leave the organisation within 12 months (for calculation 360 days) from the last date of return from the training/migrations in the UK. In the event of resignation within a period of twelve months (for calculation 360 days) from the last date of return of training/migration in the UK, you will be required to:

1> complete the full 12 months (for calculation 360 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 12 months (for calculation 360 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

c) **Training in India** : In the event of your training cost equal to or exceeding INR 1,50,000 per annum, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of completion of the training. In the event of resignation within a period of six months (for calculation 180 days) from the last date of completion of training, you will be required to:

1> complete the full 6 months (mandatory - for calculation 180 days) from the last date of completion of training and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you notice as per Company policy.

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice.

## TRAINING AND COMPETENCE SCHEME

If required as per role, you will be required to attain competence as per the T&C scheme within 24 months.

This includes passing all appropriate examinations (Certificate in Financial Planning), and the other relevant requirements to attain competence, as per your role as an overseer. This will commence from the Overseer date (which will be communicated by your Line Manager) as per the Training and Competency Scheme, if applicable.

This condition being mandatory and statutory in nature, it is compulsory for you to attain competence within the stipulated time frame given to you from time to time either verbally, in writing, or through electronic media. Please note that non-observance of aforesaid condition shall result in automatic termination of your service without any notice or notice period thereof.



## TRANSFERABILITY

Your services shall be liable for transfer from one department / project / profit centre / Location / branch / state / city/country to another solely at the discretion of the management and your refusal to accept the same shall attract disciplinary action.

## **STATUTORY & MODEL STANDING ORDERS**

You will be subject to the Statutory & model standing orders. If you have any grievance relating to your employment, you should refer the matter to your line manager in the first instance.

## **INVENTIONS, COPYRIGHT AND DESIGN RIGHTS**

You shall promptly disclose and deliver to the Company full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment and which relate or could relate, directly or indirectly, to the Company's business.

You shall promptly disclose to the Company any copyright works or designs originated, conceived, written or made by you during your employment which relate, or could relate, to the Company's business.

You assign to the Company by way of future assignments with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world in respect of all works and material originated, conceived, written or made by you during the course of your employment which relate, or could relate, directly or indirectly to the Company's business.

You irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third-party data or materials that are not validly licensed by the Company unless authorised by your manager. You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

## **EXCLUSIVITY OF SERVICE**

During your employment, unless otherwise agreed by your line manager, you shall not undertake any other business, profession, or employment, or be or become directly or indirectly concerned or interested in any other business, profession or employment.

## **CONFIDENTIAL INFORMATION**

During your employment with us, or at any time after its termination, you will not be permitted to use or disclose to another, be it another employee or a third party, (unless you must do so in order to carry out your normal working duties whilst employed by us) any confidential information belonging to the Company, or any Associated Company, or in respect of which the Company, or any Associated Company, owes a duty of confidentiality.

Confidential information includes but is not limited to:

- any information given by a person to the Company who is a client or potential client of the Company
- confidential lists and particulars of the clients and potential clients of the Company or any Associated Company;
- any information relating to the products, or proposed products, of the Company or any Associated Company;
- any marketing, financial, business or sales information or terms of contracts or agreements, or plans relating to the Company or any Associated Company
- any information which the Company has identified as confidential

## **OBLIGATIONS AFTER EMPLOYMENT**

On termination of your employment you agree that you will not, either directly or indirectly, for a period of 12- months following your last day of employment on your own behalf or on behalf of another person:

- (i) seek, canvass, solicit, or accept from any person who was a client or potential client of the Company, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.

(ii) seek to persuade any client or potential client of the Company, or of any Associated Company, not to conduct or renew any financial services or insurance business with the Company, or any Associated Company, or to terminate such business.

You agree that the compensation payable under this agreement is sufficient consideration for this clause, and that the time and character limitations are reasonable and will not impair your ability to earn a livelihood.

### **INTELLECTUAL PROPERTY**

The intellectual property in any material (e.g. ownership of copyrights, confidential information, trade marks or patentable inventions) made or acquired by you or to which you have had access or have had knowledge of in the course of your employment shall be the property of the Company and is covered by the confidentiality provisions set out above.

### **COMPANY PROPERTY**

You shall promptly whenever requested by the Company and in any event upon the termination of your employment (for whatsoever cause) deliver up to the Company or its authorised representatives all property, including without limitation: computer, mobile phone, office equipment which may be in your possession or under your control and which relate in any way to the property, business or affairs of the Company, any associated Company or any client or agent of the Company.

### **INFORMATION SECURITY**

On commencing employment with the Company, you will be required to sign an Agreement of Non-Disclosure, Confidentiality, Conflict of Interest and Secrecy.

This agreement is the entire and sole agreement between the parties and replaces all other agreements or arrangements, whether they were written or verbal, and by signing this agreement you confirm that you accept the terms of this agreement and have not relied on any agreements which are not contained in this document.

### **NON- ENTICEMENT**

You are not permitted for a period of 12 months after your last day of employment, to employ, or solicit or entice away from the Company or any Associated Company any employee or worker who is engaged by the Company or any Associated Company in a senior managerial, sales or sales support capacity including customer services employees and was a person with whom you dealt in the course of your duties.

### **PROCESSING OF YOUR INFORMATION**

By signing this agreement, you are giving your consent to allow the Company to process your personal information, including sensitive information such as health information and information about criminal convictions, for employee administration and management purposes, which may include the carrying out of appropriate security checks. You also consent to our transferring your information to countries, which do not provide the same level of data protection as India.

During your employment with the Company, various software tools/applications may be installed on company desktop/laptop, or any other IT & telecommunication device (including any pre-approved personal device falling under "bring your own device" category) for the purposes of (amongst others) monitoring your productivity, maintaining confidentiality of the Company and/or its clients' data and/or information and to protect legitimate business interests of the Company. This monitoring may include, but not be limited to, log in & out details on the IT System, tracking of productive hours, tracking of non-active & idle hours including time spent on browsing non-relevant applications and URLs, desktop/laptop screen viewing rights by seniors/line managers strictly to ensure transparent handling of confidential data and/or information and to avoid misuse of any data.

### **JURISDICTION**

This agreement shall be governed by, and construed in accordance with, the laws of the Republic of India.



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For Capita India Private Limited



**Jayeeta D'Souza**

**General Manager - Human Resources**

### DECLARATION

All the information declared by you being found true and accurate. In the event of any suppression of facts or falsification of information, dishonesty, disobedience, misappropriation, absence from work without permission or any other act considered detrimental to the interest of the Company, or of violation of one or more terms of this appointment, your services are liable to be terminated without notice.

You are requested to sign the duplicate copy of this letter as a token of your acceptance.

Signed..... Date: .....

Name: **Sahil Mohan Bhable**

I acknowledge receipt of the original copy of this contract and accept the terms and conditions set out herein

### DECLARATION

In order to comply with the regulatory environment in which Capita operates, we are required to ask employees about specific aspects of their background.

Please answer the following questions honestly and completely by ticking in the space next to either "Yes" or "No" and providing further details where required. If you need more space than is given for additional information, please use an extra sheet.

- Have you ever been dismissed by a previous employer or have you ever resigned under a disciplinary procedure?

Yes-----

No -----

If yes, please provide full details:

- Have you ever been convicted of any criminal offence?

Yes-----

No -----





If yes, please provide full details:

- Please confirm how many days you have been absent from work because of illness over the last 2 years. If any period of absence was for longer than a period of working days, please confirm the reasons for the absence.

----days

Details:

- Do you have any permanent medical disability?

Yes-----

No-----

If yes, please provide full details:

- Are you currently in arrears on any repayments for any type of financial services? This may include mortgages, personal loans, credit arrangements etc.

Yes-----

No-----

If yes, please provide full details:

I understand that any offer of employment will be subject to the information on this form being correct.

I understand that any false, incomplete or misleading information that I may give will make me liable, if employed, to dismissal.

Signature: -----

Name : **Sahil Mohan Bhable**

Date : -----

Annexure I

**Name:- Sahil Mohan Bhable**

**Designation:- Executive - Customer Services , Band:- India - Band 7 - Operations**

### **COMPONENTS OF PAY - PER ANNUM**

#### **(A) FIXED COMPONENTS**

Basic Pay -- ₹92,004.00

House Rent Allowance -- ₹46,008.00

Statutory Bonus -- ₹36,000.00

Personal Pay -- ₹40,140.00

**Total Fixed Pay (TFP) -- ₹214,152.00**

#### **(B) RETIRALS**

Provident Fund (Employer's Contribution) -- ₹15,852.00

**COST TO COMPANY (CTC) (A+B) -- ₹230,004.00**



**(C) DISCRETIONARY PERFORMANCE BONUS**

Discretionary Variable Performance Bonus (0% to 15%) -- ₹34,500.00

**TOTAL COST TO COMPANY (TCC) (A+B+C) -- ₹264,504.00**

**Note:**

\* Monthly salary is subject to deduction of Professional Tax and Income tax.

- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.

- HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.

- You can claim reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy. Please refer to the policy note on Flexi-benefits for the plans applicable to you.

- Discretionary Variable Performance Bonus mentioned above is indicative, which is discretionary and performance based, and is paid out to all such employees who are on the active rolls of the Company (not resigned), as on the date of pay out and is calculated based on the Performance appraisal rating of the employee and Company performance & its discretion. The organisation reserves the right to amend/alter the compensation structure.

- You will be covered for Insurance (Mediclaime or ESI basis salary eligibility, Personal Accident, Term Life) as per Company policy.

- You will be paid Gratuity as per the Gratuity ACT.

**For Capita India Private Limited**

**Jayeeta D'Souza**

**General Manager - Human Resources**



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**Strictly Confidential**

**May 25, 2022**

**Ms.Sreelakshmi Raveendran Nair**  
**Mumbai**

**Dear Sreelakshmi,**

**Letter of Appointment**

This contract sets out the main terms and conditions, on which Hinduja Global Solutions Limited will employ you. This contract comes into effect from **May 30, 2022**. The offer will stand revoked if you are unable to join us on the said date.

Hinduja Global Solutions Limited is glad to offer you an appointment to the position of “**Executive - Customer Services**”, with effect from **May 30, 2022**. Your annual Compensation (CTC – All Inclusive) will be **₹230005.00/-** The details of your entitlements and your salary are as per Annexure II. You will be based at **Mumbai**.

**BACKGROUND CHECKS / REFERENCES**

Background check will be conducted verifying your Highest Education, Last 2 Employments and a Criminal Check for present and past addresses. These will cover suitability for the job, reliability and honesty. Should such background checks prove unsatisfactory, your employment in the Company will be withdrawn.

At the time of joining and throughout the course of your employment with the Company, you are required to have a minimum Credit Score of 600 or above and no previous/existing criminal records against you. Subsequent to your joining, in case your Credit Score falls below 600 or there is any change in your criminal records, you are expected to proactively report any such changes and consequences arising thereof, to the Company immediately. The Company reserves the right to request for re-verification of your Credit Score and/or Criminal Check at any time during your employment as part of audit requirements and as a commitment to its Clients.

Submitting a copy of your Permanent Account Number (PAN) is mandatory, on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In event of PAN is not provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.

Submitting a copy of your AADHAR Card is mandatory, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.

The following are enclosed as annexure:

- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Annexure – II)

This appointment is subject to a satisfactory reference report being received by us.

You are requested to print and sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the offer on your date of joining. We are excited at the prospect of working with you and look forward to a fruitful association.



**HINDUJA GLOBAL SOLUTIONS LIMITED**

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92I99MH1995PLC084610

**Regd. Office:** Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: [www.teamhgs.com](http://www.teamhgs.com)  
Registered in England No: 3017799



We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,

For Hinduja Global Solutions Limited.

Signature Not Verified

Digitally signed by SHIRUDE PRAJAKTA  
MADHUKAR  
Date: 2022.05.26 16:44:41 +05:30  
Reason: .

(Prajakta Shirude)

Head – Human Resources

Business Services Division

This is a digitally signed document and does not require physical signature.



**HINDUJA GLOBAL SOLUTIONS LIMITED**

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22-2497 4208, Website: [www.teamhgs.com](http://www.teamhgs.com)

Registered in England No: 3017799



HINDUJA GROUP

## Annexure – I

### General terms and conditions of employment

#### a. Tenure:

The tenure of this employment is for the **2 Months of Duration ending July 31, 2022**. The contract will end without any further notice, unless otherwise communicated regarding extension in writing.

#### b. Public Holiday:

You will follow Public Holiday Calendar applicable to your center.

#### c. Statutory Deductions

Taxes and other deductions such as Income tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the company provided that you have, when called for by the company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves right to make the deductions in the available time frame in the ongoing year.

#### d. Maternity Benefit (Applicable only to Women Employees): You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

- i. **Maternity Leave:** You shall be entitled 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.
- ii. **Adoption & Commissioning mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as may be the case.

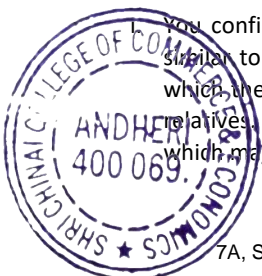
#### e. Your employment with the Company are transferable and the Company reserves the right to depute / transfer your services to any other location or Group Company within India or abroad or any of its associates have their establishments or may set up new establishments.

#### f. You will not be permitted to undertake any other employment or engage in any external activities of a Commercial nature without prior written approval of our manager.

#### g. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities.

#### h. Except on the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs of the Company or information regarding its customers without prior written approval. All information that comes in your knowledge by reasons of your employment with the Company is deemed to be confidential.

You confirm that you have disclosed fully all of your business interest to the Company whether or not they are similar to or in conflict with similar business(es) or activities of the Company and any circumstances in respect of which there is, or there might be perceived a conflict of interest between the Company and you or any immediate relatives. Also you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.



#### **HINDUJA GLOBAL SOLUTIONS LIMITED**

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Registered in England No: 3017799



HINDUJA GROUP



- j. You will be required to apply and maintain the highest standards of personal conduct and Integrity and comply with all company policies and procedures.
- k. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
- l. Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos in your possession or custody.
- m. You shall communicate to the company any change in your address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- n. In the unlikely event of any information furnished by you in connection with your employment with us, is suppressed or found to be false or incorrect, your services are liable to be terminated forthwith, without any Notice Pay or compensation whatsoever.

o. Processing of your information

During your employment with the Company, various software tools/applications may be installed on company desktop/laptop, or any other IT & telecommunication device (including any pre-approved personal device falling under "bring your own device" category) for the purposes of (amongst others) monitoring your productivity, maintaining confidentiality of the Company and/or its clients' data and/or information and to protect legitimate business interests of the Company. This monitoring may include, but not be limited to, log in & out details on the IT System, tracking of productive hours, tracking of non-active & idle hours including time spent on browsing non-relevant applications and URLs, desktop/laptop screen viewing rights by seniors/line managers strictly to ensure transparent handling of confidential data and/or information and to avoid misuse of any data.

p. Termination/Separation:

You are required to provide the Company with not less than one month (for calculation 30 days) written notice to terminate this agreement. Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you one month's (for calculation 30 days) written notice. The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice. The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 3 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non-communication on employee's behalf with his/her Supervisor/Manager or the HR representative.

q. Deputation

Further to clause 'e' of your letter of employment, we are pleased to advise you that your services are being deputed to our client Capita India Private Limited with effect from **May 30, 2022**. The terms and conditions of your deputation will be as follows:

- You will, with effect from **May 30, 2022**, be required to work at our client's office/ premises at any of their locations.
- During the tenure of the deputation, you will continue to be an employee of Hinduja Global Solutions Limited.
- As per the clients need, you may need to undergo any training program suggested by our client Capita India private limited.
- You shall be bound to follow the working hours of our client Capita India private limited.



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Registered in England No: 3017799



- You shall take care not to disclose confidential information / trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside our client Capita India private limited and use such information only in connection with the service provided to our client Capita India private limited.
- You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our client Capita India private limited. This arrangement is purely a contractual agreement between Hinduja Global Solutions Limited and Capita India private limited for the time specified.
- You shall be responsible for protecting the property of our client Capita India private limited entrusted to you in the due discharge of your duties and shall indemnify our client Capita India private limited when there is a loss of any kind to the said property.



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ANNEXURE II			
Name	Sreelakshmi Raveendran Nair	Salary Details	
Location	Mumbai	Monthly CTC	Annual CTC
Effective Date	30-May-22		
Position	Executive - Customer Services		
"A" Fixed			
1	Basic	7,667	92,002
2	HRA	3,833	46,001
3	Statutory Bonus	3,000	36,000
4	Variable Pay	3,345	40,144
Gross Salary (A)		17,846	2,14,147
"B" Retirals			
5	Provident Fund (Employers Contribution @ 12% of Basic/ Variable)	1,322	15,858
6	Gratuity ( @4.81% of Basic)	-	-
"B" Sub total Retiral Benefits		1,322	15,858
7	Mediclaime Premium		
"C" Cost to Company [A]+[B]		19,167	2,30,005
NET TAKE HOME SALARY			
GROSS SALARY		17,846	2,14,147
Add : REIMBURSEMENTS			
Less :			
PF - EMPLOYEES CONTRIBUTION		1,322	15,858
ESIC - EMPLOYEES CONTRIBUTION		134	1,608
MEDICLAIM INSURANCE		-	-
PT		200	2,500
Income Tax *		-	-
TOTAL DEDUCTIONS		1,656	19,966
NET SALARY		16,190	1,94,181
Income Tax *	Appropriate Income Tax would be deducted in the payroll every month		



**HINDUJA GLOBAL SOLUTIONS LIMITED**

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LAXMI CHARITABLE TRUST

SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

Dr. S. Radhakrishnan Marg, Andheri(East), Mumbai-400069

Accredited by NAAC with B Grade

# Criterion 5

## Student Support and Progression

# 2019-2020



**Shri Chinai College of Commerce & Economics**

**Dr.S.Radhakrishnan Marg, Andheri East, Mumbai-400069.**

**Date: 10/03/2020**

**“CAMPUS PLACEMENT”**

**TYBCOM/BMS/BAF/BBI/BFM**

**“Capita India Private Limited”.**

Students of **TYBCOM/BMS/BAF/BBI/BFM** are hereby informed that Capita India Private Ltd. is organising a “**campus placement**” in our college. The details of the campus placement are as under:

Day and Date : Friday, 13th March, 2020

Time : 9.00.a.m.

Venue : First Floor Auditorium

Students who are interested be present at 8:30 a.m. along with RESUME AND PHOTOCOPY of their certificates. They also need to produce the I-Card at the time of interview.



Prof. Incharge.

I/C Principal

Prof. Chetan Panchal.





2019-2020

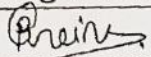
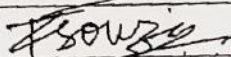
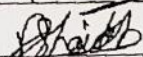
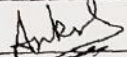
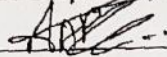
Shri Chinai college of Commerce and Economics

Andheri (East) Mumbai 400069

Campus Placement Interviews

Capita India Pvt. Ltd.

Appointed Students

Sr. No.	Name	Class	Signature
01.	Charlton collin Pereira.	TYBMS/B	
02	Rayden Kirth Dsouza	TYBMS/A	
03	Dhanish Manzoor Shailch	FYBMS/B	
04	Ankush Pal	TYBFM	
05	Aaron Fernandes	TYBFM	
06	Calida Fernandes	T.Y.B.F.M	N.A.
07	Manidra Singh	T.Y.B.COM	N.A.



1. Students Notice Board

2. O.C.

3. Circulation

# Capita

Date of Offer

Mr./ Ms. Aaron Fernandes  
Mumbai

## LETTER OF INTENT

Dear Aaron,

Welcome to the Capita family!

At Capita you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live the Company vision with a passion.

We are pleased to make you an offer of employment to join Capita on the following terms and conditions.

### 1. Appointment Terms and Conditions

- 1.1 You shall be appointed as **Executive** in **Band 7**.
- 1.2 Your Date of Joining will be confirmed shortly.
- 1.3 As an employee of the organisation, your **Annual Cost to Company** will be **Rs. 230,004/-**
- 1.4 You will be based in **Vikhroli** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.5 Your employment with the Company is subject to:
  - (a) The accuracy of the testimonials and information provided by you.
  - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
  - (c) You providing (by email or in hard copy) an accepted copy of your resignation from your current employer (if applicable) within ten calendar days of having received this offer/letter of intent.
  - (d) You providing two satisfactory references and clearing the background check conducted by our screening agency.
  - (e) You submitting your Credit Check/Score report on or before your date of joining. As per company requirements, a minimum score of 600 on the credit report is a pre-requisite.
  - (f) You submitting a copy of your Permanent Account Number (PAN), on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In the event of PAN not being provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.
  - (g) You submitting a copy of your AADHAR Card, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.
  - (h) Successful completion of your graduation degree and submitting degree certificate and marksheets for all semesters / years in the year of joining
- 1.6 You will serve a probationary period of six months.
- 1.7 During the probation period, either party may terminate the contract by giving One month's notice in writing. On satisfactory completion of your probation period, your services will be deemed confirmed.
- 1.8 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.9 The company reserves the right to recover the cost of training incurred if you leave the company in the first one year of employment.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at Capita.

With best wishes,

For Capita India Private Limited

*Hema*

Hema Varma  
Director, Human Resources

I have read and accepted the terms and conditions of employment as explained above

Signed: 

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

Capita India Private Limited

Registered Office: Plant 6, Godrej & Boyce Complex, LBS Marg, Pirojshahnagar, Vikhroli (West), Mumbai - 400079, Maharashtra, India

+91-22-4042 5700 Registered in India. CIN: U93090MH2006PTC166414

Website: www.capita.com

Confidential



## Annexure

Name :  
Designation : Executive, Band 7

Components of Pay	Per Month	Per Annum
<b>(A) FIXED COMPONENTS</b>		
Basic Pay	7,667	92,004
House Rent Allowance	3,834	46,008
Statutory Bonus	3,000	36,000
Personal Pay	3,345	40,140
<b>Total Fixed Pay (TFP)</b>	<b>17,846</b>	<b>214,152</b>
<b>(B) RETIRALS</b>		
Provident Fund (Employer's Contribution)	1,321	15,852
<b>Cost to Company (CTC)</b>	<b>19,167</b>	<b>230,004</b>

### Note:

\* Monthly salary is subject to deduction of Professional Tax and Income tax.

1. Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.

2. HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.

3. You can claim the reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy

4. Variable Performance Bonus mentioned above is indicative, which is performance based, and is paid out to all such employees who are on the active rolls of the Company (not resigned), as on the date of pay out and is calculated based on the performance appraisal rating of the employee and company performance. The organisation reserves the right to amend/alter the compensation structure.

5. You will be covered for Insurance (Mediclaim or ESI basis salary eligibility, Personal Accident, Term Life) as per Capita India policy.

6. You will be paid Gratuity as per the Gratuity ACT.

For Capita India Private Limited

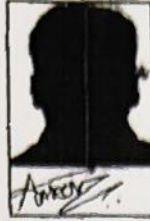
*Hemal Varma*

Hemal Varma  
Director - Human Resources



Laxmi Charitable Trusts  
**SHRI CHINAI COLLEGE OF  
COMMERCE & ECONOMICS**  
Andheri (E), Mumbai - 400 069.  
NAAC Re-Accredited B

ID CARD  
2019-20



Student's Sign.

Name : AARON R. FERNANDES

Class : T.Y.B.F.M.

Div. : A

Dt. of Birth.: 21/08/1999

Roll No. : 07

Principal's Sign.

Address : 96/A2, AMBIKA CHS.  
DVP NAGAR, MHADA,  
4TH BUNGLOW,  
ADNHERI(E), MUMBAI-53

Tel. No. : 99167464120

Blood Gr. : A+

Year \_\_\_\_\_ Rly.Con. \_\_\_\_\_

Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Dec.	Jan.	Feb.	Mar.	Apr.	May.

Instructions . 1) This card is valid only for the student named & for the period indicated. 2) This card is not transferable & must be produced whenever demanded. 3) In case of loss, the holder of this card must intimate to the Principal immediately in writing. College No. ;





# Capita

Date of Offer

Mr./Ms. **RAYDEN D'SOUZA**  
Mumbai

## LETTER OF INTENT

Dear **RAYDEN**,

Welcome to the Capita family!

At Capita you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live the Company vision with a passion.

We are pleased to make you an offer of employment to join Capita on the following terms and conditions.

### 1. Appointment Terms and Conditions

- 1.1 You shall be appointed as **Executive in Band 7**.
- 1.2 Your Date of Joining will be confirmed shortly.
- 1.3 As an employee of the organisation, your **Annual Cost to Company** will be **Rs. 230,004/-**.
- 1.4 You will be based in **Vikhroli** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.5 Your employment with the Company is subject to:
  - (a) The accuracy of the testimonials and information provided by you.
  - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
  - (c) You providing (by email or in hard copy) an accepted copy of your resignation from your current employer (if applicable) within ten calendar days of having received this offer/letter of intent.
  - (d) You providing two satisfactory references and clearing the background check conducted by our screening agency.
  - (e) You submitting your Credit Check/Score report on or before your date of joining. As per company requirements, a minimum score of 600 on the credit report is a pre-requisite.
  - (f) You submitting a copy of your Permanent Account Number (PAN), on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In the event of PAN not being provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.
  - (g) You submitting a copy of your AADHAR Card, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.
  - (h) Successful completion of your graduation degree and submitting degree certificate and marksheets for all semesters / years in the year of joining
- 1.6 You will serve a probationary period of six months.
- 1.7 During the probation period, either party may terminate the contract by giving One month's notice in writing. On satisfactory completion of your probation period, your services will be deemed confirmed.
- 1.8 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.9 The company reserves the right to recover the cost of training incurred if you leave the company in the first one year of employment.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at Capita.

With best wishes,

Capita India Private Limited

*Warma*

Mr. Varmma  
Director - Human Resources

I have read and accepted the terms and conditions of employment as explained above

Signed:

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

Capita India Private Limited

Office: Plant 6, Godrej & Boyce Complex, LBS Marg, Pirojshahnagar, Vikhroli (West), Mumbai - 400079, Maharashtra, India  
4042 5700 Registered in India. CIN: U93090MH2006PTC166414  
www.capita.com



## Annexure

Name :  
Designation : Executive,

Band 7

Components of Pay	Per Month	Per Annum
<b>(A) FIXED COMPONENTS</b>		
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- Note:**  
\* Monthly salary is subject to deduction of Professional Tax and Income tax.
- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.
  - HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.
  - You can claim the reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy.
  - Variable Performance Bonus mentioned above is indicative, which is performance based, and is paid out to all such employees who are on the active rolls of the Company (not resigned), as on the date of pay out and is calculated based on the performance appraisal rating of the employee and company performance. The organisation reserves the right to amend/alter the compensation structure.
  - You will be covered for Insurance (Mediclinic or ESI basis salary eligibility, Personal Accident, Term Life) as per Capita India policy.
  - You will be paid Gratuity as per the Gratuity ACT.

For Capita India Private Limited

*Hemal Varma*

Hemal Varma  
Director - Human Resources



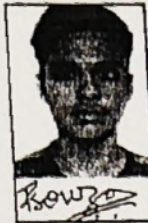


Laxmi Charitable Trust's  
**SHRI CHINAI COLLEGE OF  
COMMERCE & ECONOMICS**

Andheri (E), Mumbai - 400 069.

NAAC Re-Accredited B

ID CARD  
2019-20



Student's Sign.



Name : RAYDEN D'SOUZA

Class : T.Y.B.M.S.

Div. : A

Dt. of Birth.: 25/09/1999

Roll No. : 30

Principal's Sign.



Mr./Ms. **DHANISH SHAIKH**  
Mumbai

## LETTER OF INTENT

Dear **DHANISH**,

Welcome to the Capita family!

At Capita you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live the Company vision with a passion.

We are pleased to make you an offer of employment to join Capita on the following terms and conditions.

### 1. Appointment Terms and Conditions

- 1.1 You shall be appointed as **Executive in Band 7**.
- 1.2 Your Date of Joining will be confirmed shortly.
- 1.3 As an employee of the organisation, your **Annual Cost to Company** will be **Rs. 230,004/-**.
- 1.4 You will be based in **Vikhroli** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.5 Your employment with the Company is subject to:
  - (a) The accuracy of the testimonials and information provided by you.
  - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
  - (c) You providing (by email or in hard copy) an accepted copy of your resignation from your current employer (if applicable) within ten calendar days of having received this offer/letter of intent.
  - (d) You providing two satisfactory references and clearing the background check conducted by our screening agency.
  - (e) You submitting your Credit Check/Score report on or before your date of joining. As per company requirements, a minimum score of 600 on the credit report is a pre-requisite.
  - (f) You submitting a copy of your Permanent Account Number (PAN), on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In the event of PAN not being provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.
  - (g) You submitting a copy of your AADHAR Card, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.
  - (h) Successful completion of your graduation degree and submitting degree certificate and marksheets for all semesters / years in the year of joining
- 1.6 You will serve a probationary period of six months.
- 1.7 During the probation period, either party may terminate the contract by giving One month's notice in writing. On satisfactory completion of your probation period, your services will be deemed confirmed.
- 1.8 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.9 The company reserves the right to recover the cost of training incurred if you leave the company in the first one year of employment.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at Capita.

With best wishes,

For Capita India Private Limited

*Hema*

Hema Varma  
Director of Human Resources

I have read and accepted the terms and conditions of employment as explained above

Signed: 

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

Capita India Private Limited

Registered Office: Plot 5, Godrej & Boyce Complex, LBS Marg, Pirojshah Nagar, Vikhroli (West), Mumbai - 400079, Maharashtra, India  
Tel.: +91-22-4042 5700 Registered in India. CIN: U93090MH2006PTC166414

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



## Annexure

Name :  
Designation : Executive, Band 7

Components of Pay	Per Month	Per Annum
<b>(A) FIXED COMPONENTS</b>		
Basic Pay	7,667	92,004
House Rent Allowance	3,834	46,008
Statutory Bonus	3,000	36,000
Personal Pay	3,345	40,140
<b>Total Fixed Pay (TFP)</b>	<b>17,846</b>	<b>214,152</b>
<b>(B) RETIRALS</b>		
Provident Fund (Employer's Contribution)	1,321	15,852
<b>Cost to Company (CTC)</b>	<b>19,167</b>	<b>230,004</b>

### Note:

\* Monthly salary is subject to deduction of Professional Tax and Income tax.

1. Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.

2. HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.

3. You can claim the reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy

4. Variable Performance Bonus mentioned above is indicative, which is performance based, and is paid out to all such employees who are on the active rolls of the Company (not resigned), as on the date of pay out and is calculated based on the performance appraisal rating of the employee and company performance. The organisation reserves the right to amend/alter the compensation structure.

5. You will be covered for Insurance (Mediclaime or ESI basis salary eligibility, Personal Accident, Term Life) as per Capita India policy.

6. You will be paid Gratuity as per the Gratuity ACT.

For Capita India Private Limited

*Hemal Varma*

Hemal Varma  
Director - Human Resources



Laxmi Charitable Trusts  
**SHRI CHINAI COLLEGE OF  
COMMERCE & ECONOMICS**  
Andheri (E), Mumbai - 400 069.  
NAAC Re-Accredited B

ID CARD  
2019-20



Student's Sign.

Name : DHANISH MANZOOR  
SHAIKH

Class : T.Y.B.M.S

Div. : B

Dt. of Birth.: 12/12/1998

Roll No. : 18

Principal's Sign.



Address : R.NO.5, SAIKRUPA BLDG.  
1ST FLR., BHANDARWADA  
MAROL VILLAGE,  
ANDHERI(E), MUMBAI-59

Tel. No. : 9773204781

Blood Gr. : B+

Year \_\_\_\_\_ Rty.Con. \_\_\_\_\_

Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Dec.	Jan.	Feb.	Mar.	Apr.	May.

Instructions : 1) This card is valid only for the student named & for the period indicated. 2) This card is not transferable & must be produced whenever demanded. 3) In case of loss, the holder of this card must intimate to the Principal immediately in writing. College No. :





# Capita

Date of Offer

Mr./Ms. Mr. Charlton Pereira  
Mumbai

## LETTER OF INTENT

Dear Charlton,

Welcome to the Capita family!

At Capita you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live the Company vision with a passion

We are pleased to make you an offer of employment to join Capita on the following terms and conditions.

### 1. Appointment Terms and Conditions

- 1.1 You shall be appointed as **Executive** in Band 7.
- 1.2 Your Date of Joining will be confirmed shortly.
- 1.3 As an employee of the organisation, your **Annual Cost to Company** will be **Rs. 230,004/-**.
- 1.4 You will be based in Vikhroli but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
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  - (a) The accuracy of the testimonials and information provided by you.
  - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
  - (c) You providing (by email or in hard copy) an accepted copy of your resignation from your current employer (if applicable) within ten calendar days of having received this offer/letter of intent.
  - (d) You providing two satisfactory references and clearing the background check conducted by our screening agency.
  - (e) You submitting your Credit Check/Score report on or before your date of joining. As per company requirements, a minimum score of 600 on the credit report is a pre-requisite.
  - (f) You submitting a copy of your Permanent Account Number (PAN), on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In the event of PAN not being provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.
  - (g) You submitting a copy of your AADHAR Card, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.
  - (h) Successful completion of your graduation degree and submitting degree certificate and marksheets for all semesters / years in the year of joining.
- 1.6 You will serve a probationary period of six months.
- 1.7 During the probation period, either party may terminate the contract by giving One month's notice in writing. On satisfactory completion of your probation period, your services will be deemed confirmed.
- 1.8 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.9 The company reserves the right to recover the cost of training incurred if you leave the company in the first one year of employment.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at Capita.

With best wishes,

For Capita India Private Limited

Hemal Varma  
Director, Human Resources

I have read and accepted the terms and conditions of employment as explained above

Signed: 400-069

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

## Annexure

Name :  
Designation : Executive,

Band 7

Components of Pay	Per Month	Per Annum
<b>(A) FIXED COMPONENTS</b>		
Basic Pay	7,667	92,004
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Statutory Bonus	3,000	36,000
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### Note:

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5. You will be covered for Insurance (Mediclinic or ESI basis salary eligibility, Personal Accident, Term Life) as per Capita India policy.
6. You will be paid Gratuity as per the Gratuity ACT.

For Capita India Private Limited

*Hemal Varma*

Hemal Varma  
Director - Human Resources





Laxmi Charitable Trusts  
**SHRI CHINAI COLLEGE OF  
COMMERCE & ECONOMICS**  
Andheri (E), Mumbai - 400 069.  
NAAC Re-Accredited B

ID CARD  
2019-20



Student's Sign.

Name : CHARLTON COLLIN  
PEREIRA

Class : T.Y.B.M.S.

Div. : B

Dt. of Birth.: 07/01/2000

Roll No. : 11

Principal's Sign.



# Capita

Date of Offer

Mr./Ms. ANKUSH PAL  
Mumbai

## LETTER OF INTENT

Dear ANKUSH,

Welcome to the Capita family!

At Capita you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live the Company vision with a passion.

We are pleased to make you an offer of employment to join Capita on the following terms and conditions.

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  - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
  - (c) You providing (by email or in hard copy) an accepted copy of your resignation from your current employer (if applicable) within ten calendar days of having received this offer/letter of intent.
  - (d) You providing two satisfactory references and clearing the background check conducted by our screening agency.
  - (e) You submitting your Credit Check/Score report on or before your date of joining. As per company requirements, a minimum score of 600 on the credit report is a pre-requisite.
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With best wishes,

For Capita India Private Limited

*Hemal Varma*

Hemal Varma  
Director - Human Resources

I have read and accepted the terms and conditions of employment as explained above

Signed: \_\_\_\_\_

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

Capita India Private Limited

Registered Office: Plot 5, Godrej & Boyce Complex, LBS Marg, Pirujshahnagar, Vikhroli (West), Mumbai - 400079, Maharashtra, India  
Tel: +91-22-4342 5700 Registered in India. CIN: U93090MH2006PTC166414  
Website: www.capita.com

100-169  
100-169  
SHRI CHANDRA BHAI  
Students Notice Board

2. O.C.  
3. Circulation



## Annexure

Name :  
Designation : Executive,

Band 7

Components of Pay	Per Month	Per Annum
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For Capita India Private Limited

*Hemal Varma*

Hemal Varma  
Director - Human Resources



Laxmi Charitable Trusts  
**SHRI CHINAI COLLEGE OF  
 COMMERCE & ECONOMICS**  
 Andheri (E), Mumbai - 400 069.  
 NAAC Re-Accredited B

ID CARD  
 2019-20



Student's Sign.

Name : ANKUSH PAL

Class : T.Y.B.F.M. Div. : A  
 Dt. of Birth.: 22/11/1999  
 Roll No. : 23

Principal's Sign.



Address : R.NO.1, NR. SHIV SENA  
 OFFICE, TUNGA VILLAGE,  
 POWAI, MUMBAI- 72

Tel. No. : 7045410966

Blood Gr. : B+

Year \_\_\_\_\_ Rly. Con. \_\_\_\_\_

Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Dec.	Jan.	Feb.	Mar.	Apr.	May.

Instructions : 1) This card is valid only for the student named & for the period indicated. 2) This card is not transferable & must be produced whenever demanded. 3) In case of loss, the holder of this card must intimate to the Principal immediately in writing. College No. :



**INCHARGE PRINCIPAL**  
 SHRI CHINAI COLLEGE OF COMMERCE &  
 ECONOMICS ANDHERI (E), MUMBAI- 40069.