

# **Placement Offer Letters (2015-16)**



**Banasthali Vidyapith**  
**PO. Banasthali Vidyapith (Rajasthan)**  
**Pin Code- 304022**  
**[www.banasthali.org](http://www.banasthali.org)**



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## FW: Campus Visit on 20th January\_BANASTHALI CAMPUS

1 message

**Yogesh Garg** <yogesh.garg@icicisecurities.com>

Wed, Feb 3, 2016 at 10:38 AM

To: iic@banasthali.in, gargipant87@gmail.com

Cc: harsh\_wisdom@yahoo.com

Dear Ms. Gargi,

We have dispatched the offer letters for the selected students by today. Kindly handover the original copy to them and send us the photocopy with their signature as an acknowledgement to the below mentioned address as earliest.

Please also note that the final offer letter along with all terms and condition of employment will be issued to the selected students at the time of Induction/joining process.

We will send mail regarding induction program & date of joining to you at least 15 days in advance so that candidates can make necessary arrangements.

For any other further clarification please feel free to get back undersign.

Communication Address: **ICICI DIRECT**

Shreeji Tower, C-99 F-2, First Floor

Above ICICI Bank, Shubhash Marg

C-Scheme, Jaipur Rajasthan

Pin-302001

Thanks & Regards;

**Yogesh Garg** | Regional Manager - Human Resources |

☎ (91) 141 4064901 | 📞 Mobile (0) 91 8239002167 | ✉ [yogesh.garg@icicisecurities.com](mailto:yogesh.garg@icicisecurities.com)

ICICI Securities Ltd.: Shreeji Tower, C-99 F-2, First Floor Above ICICI Bank, Subhash Marg, C-Scheme, Jaipur Rajasthan-302001

website: [www.icicidirect.com](http://www.icicidirect.com)

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**From:** Yogesh Garg [mailto:[yogesh.garg@icicisecurities.com](mailto:yogesh.garg@icicisecurities.com)]

**Sent:** Thursday, January 21, 2016 3:15 PM

**To:** 'iic@banasthali.in'; 'gargipant87@gmail.com'

**Cc:** 'smriti.1978@yahoo.com'; 'harsh\_wisdom@yahoo.com'; 'rupam.banerjee@icicisecurities.com'

**Subject:** FW: Campus Visit on 20th January\_BANASTHALI CAMPUS

Dear Ms. Nandita/Gargi,

Please note that we have been managed to select the under mentioned students as Management Trainee from your institute on dated **20th January, 2016**.

Kindly arrange to send their soft copy resumes as earliest to process their offer letters and also block these students for ICICI Securities Ltd.

Campus Name	Campus Location	Campus Drive Date	Name of Candidate	Base Location of Candidate
Banasthali Vidhyapith	NIWAI	20-Jan-16	Paras	paraspahwal@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Gauri Tiwari	gtiwari1803@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Geetika Sharma	shinegeetika@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Shruti Sharma	shrotriyashruti4@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Shristi Chaturvedi	shristichaturvedi.92@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Shalesh Narwat	
Banasthali Vidhyapith	NIWAI	20-Jan-16	Neda Ahmad Abdi	nedaabdi7@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Richa Riya	richariya688@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Arushi Bahuguna	aarushi.bahuguna1901@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Harshita	harshitanaib@gmail.com
Banasthali Vidhyapith	NIWAI	20-Jan-16	Neha Singh	nehasingh30041991@gmail.com

**Regards,**

**Yogesh Garg**

Regional Manager - Human Resources

ICICI Securities Limited

Contact: +918239002167/ 0141-4064901

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22-March-2016

Madhu Jha,  
Banasthali University, Jaipur



**LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM**

Dear Madhu,

**Congratulations!**

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the **Sales** function of our organization.

The terms and conditions of the offer are given below.

1. You will initially report for an Orientation & Circle Induction in Haryana Circle.
2. You are expected to join the Executive Trainee Program on **1-April-2016**, failing which we will presume that you have no interest in working with us. Accordingly, this offer will be treated as cancelled and withdrawn. The Business hours begin from **09:00 am** onwards.
3. You will be in training for an initial period of **twelve months**. Based on assessment of your performance during the training period, you may be considered for absorption into the regular cadre of the Company at the sole discretion of the management. Your absorption shall be only by way of written communication issued by appropriate officials in this regard.
4. This letter of intent is conditional and subject to your clearance of the **Pre-employment Medical Examination** by a Medical Officer designated by the company and submission of background verification related documents.
5. Please return the duplicate copy of this letter duly signed indicating your acceptance.
6. Please submit the following at the time of your joining:
  - Documentary evidence of date of birth
  - Attested copies of all educational qualifications (**SSC, HSC, Degree/Diploma**)
  - Four passport size photographs (against a Red background only)
  - Blood group proof
  - PAN Card copy
  - Pre-employment Application Form ( if not submitted already )

Please note that all the above documents and information provided by you form the basis of your representation and our offer and the same shall be subject to verification as may be required by the Company from time to time.

my

Vodafone Mobile Services Limited (CIN U64202DL1992PLC088087)

D-8 Udyog Nagar, Rohtak Road, Peeragarhi, New Delhi-110041, India.

T +91 9899309325, F +91 11 25965331, www.vodafone.in

Registered office: C-48, Okhla Industrial Area, Phase-II, New Delhi - 110 020, India





You will be required to produce your latest qualification certificate from Banasthali University; within 90 days from the date of joining.

7. You will be on training for a period of 12 months in the first instance, subject to extension(s), if deemed necessary, at the sole discretion of the Management.
8. This is not a regular letter of appointment but a letter of intent inviting you to be a part of the organization. The formal letter of appointment will be issued at the time of your joining.
9. On completion of your training and based on your performance, you will be considered for absorption in the regular cadre of the Company as an employee.
10. The Compensation and Benefits Program applicable to your Band is enclosed for your reference. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions, as stated above within seven days of receipt of this letter of intent.

We once again would like to thank you for your interest in seeking a career with Vodafone Mobile Services Limited and hope you will have a fruitful and successful career with us.

Yours sincerely,

**VODAFONE MOBILE SERVICES LIMITED**

**Neha Arora**  
**Senior Manager- Human Resources**

**Enclosure: As aforesaid**

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Accepted the above

Name:

Date:

Place:



Private & Confidential : Compensation Details

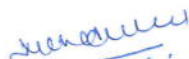
Name	Madhu Jha		
Designation	Executive Trainee-Sales		
Band	I		
	Rupees per Month	Rupees per Annum	
Monthly Component (A)			
Basic Salary	10,583	126,996	
Management Allowance	9,791	117,492	
HRA @ 50% of Basic	5,292	63,504	
Conveyance	800	9,600	
Annual Component (B)			
Medical Reimbursement	1,250	15,000	
LTA	1,250	15,000	
Retirals ( C)			
Provident Fund @ 12% of Basic	1,270	15,240	
Total Fixed Pay (A+B+C)	30,236	362,832	
Variable Target (D)			
Variable Target Pay#	3,931	47,168	Variable Pay is @ 13% of Fixed Pay
Target CTC (A+B+C+D)	34,167	410,000	

\* Management Allowance & Target Variable Pay are inclusive of minimum bonus of 8.33% of Basic Salary (if any, applicable under statute)

# Payout subject to Company & Employee performance as per Variable Pay Plan and continued employment with Vodafone India on the date of payout. Based on your role, if/when you move to the Sales Incentive Plan (SIP), you shall be covered under "Commissions Pay", and not be covered by "Variable Pay".

Other Benefits

- Cellular Phone & SIM card as per policy
- Gratuity as applicable
- Mediclaim Insurance – You will be covered for Mediclaim Insurance for INR 2 lac for self, INR 1 lac for spouse, INR 1 lac each for 2 dependent children.
- Group Term Life Insurance policy covers all our Employees during the course of Employment with Vodafone. In the unfortunate event of an Employee's demise, the beneficiary is entitled for an amount equivalent to INR 25 lacs.
- Group Personal Accident policy mitigates an Employee's loss of income in case of accidents leading to disablement during the course of Employment with Vodafone. In case of any such unfortunate event, an Employee will be entitled to a maximum of INR 25 lacs subject to the terms and condition of the policy.



Neha Arora  
Senior Manager - Human Resources



March 22, 2016



Dear **Madhu**,

Below mentioned medical test are required to be done under pre-employment medical test. Kindly get these tests done before your joining at any hospital near your residence.

Request you to kindly mail the certificate / reports to us or carry it with you at the time of joining. In case of any query please feel to contact me at 9999018408.

**Medical Test:**

- **Blood Sugar Fasting**
- **Blood test**
  - **Lipid profile**
  - **CBC,**
  - **RBC,**
  - **ESR,**
  - **Blood group & RH factor**
- **Urine --R**
- **ECG**
- **Chest X-ray PA view**
- **Colour blindness check ( Ishihara Test) & Peripheral Vision Test**
- **Medical Examination Certificate & Fitness certificate from consulting Physician**

Regards,

**Manisha Vashist**  
**Human Resources**  
**Mob # + 9999018408**

22-March-2016

Manju Yadav,  
Banasthali University, Jaipur



**LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM**

Dear Manju,

**Congratulations!**

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the **Sales** function of our organization.

The terms and conditions of the offer are given below.

1. You will initially report for an Orientation & Circle Induction in Haryana Circle.
2. You are expected to join the Executive Trainee Program on **1-April-2016**, failing which we will presume that you have no interest in working with us. Accordingly, this offer will be treated as cancelled and withdrawn. The Business hours begin from **09:00 am** onwards.
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5. Please return the duplicate copy of this letter duly signed indicating your acceptance.
6. Please submit the following at the time of your joining:
  - Documentary evidence of date of birth
  - Attested copies of all educational qualifications (**SSC, HSC, Degree/Diploma**)
  - Four passport size photographs (against a Red background only)
  - Blood group proof
  - PAN Card copy
  - Pre-employment Application Form ( if not submitted already )

Please note that all the above documents and information provided by you form the basis of your representation and our offer and the same shall be subject to verification as may be required by the Company from time to time.

*my*





You will be required to produce your latest qualification certificate from Banasthali University; within 90 days from the date of joining.

7. You will be on training for a period of 12 months in the first instance, subject to extension(s), if deemed necessary, at the sole discretion of the Management.
8. This is not a regular letter of appointment but a letter of intent inviting you to be a part of the organization. The formal letter of appointment will be issued at the time of your joining.
9. On completion of your training and based on your performance, you will be considered for absorption in the regular cadre of the Company as an employee.
10. The Compensation and Benefits Program applicable to your Band is enclosed for your reference. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions, as stated above within seven days of receipt of this letter of intent.

We once again would like to thank you for your interest in seeking a career with Vodafone Mobile Services Limited and hope you will have a fruitful and successful career with us.

Yours sincerely,

**VODAFONE MOBILE SERVICES LIMITED**

**Neha Arora**  
**Senior Manager- Human Resources**

**Enclosure: As aforesaid**

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Accepted the above

Name:

Date:

Place:



Private & Confidential : Compensation Details

Name	Manju Yadav		
Designation	Executive Trainee-Sales		
Band	I		
	Rupees per Month	Rupees per Annum	
Monthly Component (A)			
Basic Salary	10,583	126,996	
Management Allowance	9,791	117,492	
HRA @ 50% of Basic	5,292	63,504	
Conveyance	800	9,600	
Annual Component (B)			
Medical Reimbursement	1,250	15,000	
LTA	1,250	15,000	
Retirals ( C)			
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Variable Target Pay#	3,931	47,168	Variable Pay is @ 13% of Fixed Pay
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\* Management Allowance & Target Variable Pay are inclusive of minimum bonus of 8.33% of Basic Salary (if any, applicable under statute)

# Payout subject to Company & Employee performance as per Variable Pay Plan and continued employment with Vodafone India on the date of payout. Based on your role, if/when you move to the Sales Incentive Plan (SIP), you shall be covered under "Commissions Pay", and not be covered by "Variable Pay".

Other Benefits

- Cellular Phone & SIM card as per policy
- Gratuity as applicable
- Mediciam Insurance – You will be covered for Mediciam Insurance for INR 2 lac for self, INR 1 lac for spouse, INR 1 lac each for 2 dependent children.
- Group Term Life Insurance policy covers all our Employees during the course of Employment with Vodafone. In the unfortunate event of an Employee's demise, the beneficiary is entitled for an amount equivalent to INR 25 lacs.
- Group Personal Accident policy mitigates an Employee's loss of income in case of accidents leading to disablement during the course of Employment with Vodafone. In case of any such unfortunate event, an Employee will be entitled to a maximum of INR 25 lacs subject to the terms and condition of the policy.

  
Neha Arora

Senior Manager - Human Resources





March 22, 2016



Dear Manju,

Below mentioned medical test are required to be done under pre-employment medical test. Kindly get these tests done before your joining at any hospital near your residence.

Request you to kindly mail the certificate / reports to us or carry it with you at the time of joining. In case of any query please feel to contact me at 9999018408.

**Medical Test:**

- Blood Sugar Fasting
- Blood test
  - Lipid profile
  - CBC,
  - RBC,
  - ESR,
  - Blood group & RH factor
- Urine --R
- ECG
- Chest X-ray PA view
- Colour blindness check ( Ishihara Test) & Peripheral Vision Test
- Medical Examination Certificate & Fitness certificate from consulting Physician

Regards,

A handwritten signature in blue ink, appearing to read 'Manisha'.

**Manisha Vashist**  
**Human Resources**  
**Mob # + 9999018408**

22-March-2016

Megha Khulve,  
Banasthali University, Jaipur



**LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM**

Dear Megha,

**Congratulations!**

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the **Retail** function of our organization.

The terms and conditions of the offer are given below.

1. You will initially report for an Orientation & Circle Induction in Haryana Circle.
2. You are expected to join the Executive Trainee Program on **1-April-2016**, failing which we will presume that you have no interest in working with us. Accordingly, this offer will be treated as cancelled and withdrawn. The Business hours begin from **09:00 am** onwards.
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6. Please submit the following at the time of your joining:
  - Documentary evidence of date of birth
  - Attested copies of all educational qualifications (**SSC, HSC, Degree/Diploma**)
  - Four passport size photographs (against a Red background only)
  - Blood group proof
  - PAN Card copy
  - Pre-employment Application Form ( if not submitted already )

Please note that all the above documents and information provided by you form the basis of your representation and our offer and the same shall be subject to verification as may be required by the Company from time to time.

**Vodafone Mobile Services Limited CIN U64202DL1992PLC088087**

D-8, Udyog Nagar, Rohtak Road, Peeragarh New Delhi – 110041, India

T +91 9899309325, F +91 11 25965331, [www.vodafone.in](http://www.vodafone.in)

Registered Office : C-48, Okhla Industrial Area, Phase-II, New Delhi-110 020, India

my



You will be required to produce your latest qualification certificate from Banasthali University; within 90 days from the date of joining.

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8. This is not a regular letter of appointment but a letter of intent inviting you to be a part of the organization. The formal letter of appointment will be issued at the time of your joining.
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Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions, as stated above within seven days of receipt of this letter of intent.

We once again would like to thank you for your interest in seeking a career with Vodafone Mobile Services Limited and hope you will have a fruitful and successful career with us.

Yours sincerely,

**VODAFONE MOBILE SERVICES LIMITED**

**Name: Neha Arora**

**Designation: Senior Manager- Human Resources**

**Enclosure: As aforesaid**

---

Accepted the above

Name:

Date:

Place:



Private & Confidential : Compensation Details

Name Megha Khulve  
Designation Executive Trainee-Retail  
Band I

	Rupees per Month	Rupees per Annum	
<b>Monthly Component (A)</b>			
Basic Salary	10,583	126,996	
Management Allowance	9,791	117,492	
HRA @ 50% of Basic	5,292	63,504	
Conveyance	800	9,600	
<b>Annual Component (B)</b>			
Medical Reimbursement	1,250	15,000	
LTA	1,250	15,000	
<b>Retirals ( C )</b>			
Provident Fund @ 12% of Basic	1,270	15,240	
<b>Total Fixed Pay (A+B+C)</b>	<b>30,236</b>	<b>362,832</b>	
<b>Variable Target (D)</b>			
Variable Target Pay#	3,931	47,168	Variable Pay is @ 13% of Fixed Pay
<b>Target CTC (A+B+C+D)</b>	<b>34,167</b>	<b>410,000</b>	

\* Management Allowance & Target Variable Pay are inclusive of minimum bonus of 8.33% of Basic Salary (if any, applicable under statute)

# Payout subject to Company & Employee performance as per Variable Pay Plan and continued employment with Vodafone India on the date of payout. Based on your role, if/when you move to the Sales Incentive Plan (SIP), you shall be covered under "Commissions Pay", and not be covered by "Variable Pay".

**Other Benefits**

- Cellular Phone & SIM card as per policy
- Gratuity as applicable
- Mediciam Insurance – You will be covered for Mediciam Insurance for INR 2 lac for self, INR 1 lac for spouse, INR 1 lac each for 2 dependent children.
- Group Term Life Insurance policy covers all our Employees during the course of Employment with Vodafone. In the unfortunate event of an Employee's demise, the beneficiary is entitled for an amount equivalent to INR 25 lacs.
- Group Personal Accident policy mitigates an Employee's loss of income in case of accidents leading to disablement during the course of Employment with Vodafone. In case of any such unfortunate event, an Employee will be entitled to a maximum of INR 25 lacs subject to the terms and condition of the policy.

Neha Arora  
Senior Manager - Human Resources



March 22, 2016



Dear **Megha,**

Below mentioned medical test are required to be done under pre-employment medical test. Kindly get these tests done before your joining at any hospital near your residence.

Request you to kindly mail the certificate / reports to us or carry it with you at the time of joining. In case of any query please feel to contact me at 9999018408.

**Medical Test:**

- **Blood Sugar Fasting**
- **Blood test**
  - **Lipid profile**
  - **CBC,**
  - **RBC,**
  - **ESR,**
  - **Blood group & RH factor**
- **Urine --R**
- **ECG**
- **Chest X-ray PA view**
- **Colour blindness check ( Ishihara Test) & Peripheral Vision Test**
- **Medical Examination Certificate & Fitness certificate from consulting Physician**

Regards,

A handwritten signature in blue ink, appearing to read 'Manisha'.

**Manisha Vashist**  
**Human Resources**  
**Mob # + 9999018408**

22-March-2016

Neelam Khan  
Banasthali University, Jaipur



**LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM**

Dear Neelam,

**Congratulations!**

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the **Retail** function of our organization.

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Yours sincerely,

**VODAFONE MOBILE SERVICES LIMITED**

**Neha Arora**  
**Senior Manager- Human Resources**

**Enclosure: As aforesaid**

---

Accepted the above

Name:

Date:

Place:



Private & Confidential : Compensation Details

Name Neelam Khan  
Designation Executive Trainee-Retail  
Band I

	Rupees per Month	Rupees per Annum	
<b>Monthly Component (A)</b>			
Basic Salary	10,583	126,996	
Management Allowance	9,791	117,492	
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Neha Arora

Senior Manager - Human Resources



March 22, 2016



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  - ESR,
  - Blood group & RH factor
- Urine --R
- ECG
- Chest X-ray PA view
- Colour blindness check ( Ishihara Test) & Peripheral Vision Test
- Medical Examination Certificate & Fitness certificate from consulting Physician

Regards,

A handwritten signature in blue ink, appearing to read 'Manisha'.

**Manisha Vashist**  
**Human Resources**  
**Mob # + 9999018408**

22-March-2016

Priyanka Rana,  
Banasthali University, Jaipur



**LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM**

Dear Priyanka,

**Congratulations!**

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the **Sales** function of our organization.

The terms and conditions of the offer are given below.

1. You will initially report for an Orientation & Circle Induction in Haryana Circle.
2. You are expected to join the Executive Trainee Program on **1-April-2016**, failing which we will presume that you have no interest in working with us. Accordingly, this offer will be treated as cancelled and withdrawn. The Business hours begin from **09:00 am** onwards.
3. You will be in training for an initial period of **twelve months**. Based on assessment of your performance during the training period, you may be considered for absorption into the regular cadre of the Company at the sole discretion of the management. Your absorption shall be only by way of written communication issued by appropriate officials in this regard.
4. This letter of intent is conditional and subject to your clearance of the **Pre-employment Medical Examination** by a Medical Officer designated by the company and submission of background verification related documents.
5. Please return the duplicate copy of this letter duly signed indicating your acceptance.
6. Please submit the following at the time of your joining:
  - Documentary evidence of date of birth
  - Attested copies of all educational qualifications (**SSC, HSC, Degree/Diploma**)
  - Four passport size photographs (against a Red background only)
  - Blood group proof
  - PAN Card copy
  - Pre-employment Application Form ( if not submitted already )

Please note that all the above documents and information provided by you form the basis of your representation and our offer and the same shall be subject to verification as may be required by the Company from time to time.

my

Vodafone Mobile Services Limited (CIN U64202DL1992PLC088087)

D-8 Udyog Nagar, Rohtak Road, Peeragarhi, New Delhi-110041, India.

T +91 9899309325, F +91 11 25965331, www.vodafone.in

Registered office: C-48, Okhla Industrial Area, Phase-II, New Delhi - 110 020, India





You will be required to produce your latest qualification certificate from Banasthali University; within 90 days from the date of joining.

7. You will be on training for a period of 12 months in the first instance, subject to extension(s), if deemed necessary, at the sole discretion of the Management.
8. This is not a regular letter of appointment but a letter of intent inviting you to be a part of the organization. The formal letter of appointment will be issued at the time of your joining.
9. On completion of your training and based on your performance, you will be considered for absorption in the regular cadre of the Company as an employee.
10. The Compensation and Benefits Program applicable to your Band is enclosed for your reference. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions, as stated above within seven days of receipt of this letter of intent.

We once again would like to thank you for your interest in seeking a career with Vodafone Mobile Services Limited and hope you will have a fruitful and successful career with us.

Yours sincerely,

**VODAFONE MOBILE SERVICES LIMITED**

**Name: Neha Arora**

**Designation: Senior Manager- Human Resources**

**Enclosure: As aforesaid**

---

Accepted the above

Name:

Date:

Place:



Private & Confidential : Compensation Details

Name Priyanka Rana  
Designation Executive Trainee-Sales  
Band I

	Rupees per Month	Rupees per Annum	
<b>Monthly Component (A)</b>			
Basic Salary	10,583	126,996	
Management Allowance	9,791	117,492	
HRA @ 50% of Basic	5,292	63,504	
Conveyance	800	9,600	
<b>Annual Component (B)</b>			
Medical Reimbursement	1,250	15,000	
LTA	1,250	15,000	
<b>Retirals (C)</b>			
Provident Fund @ 12% of Basic	1,270	15,240	
<b>Total Fixed Pay (A+B+C)</b>	<b>30,236</b>	<b>362,832</b>	
<b>Variable Target (D)</b>			
Variable Target Pay#	3,931	47,168	Variable Pay is @ 13% of Fixed Pay
<b>Target CTC (A+B+C+D)</b>	<b>34,167</b>	<b>410,000</b>	

\* Management Allowance & Target Variable Pay are inclusive of minimum bonus of 8.33% of Basic Salary (if any, applicable under statute)

# Payout subject to Company & Employee performance as per Variable Pay Plan and continued employment with Vodafone India on the date of payout. Based on your role, if/when you move to the Sales Incentive Plan (SIP), you shall be covered under "Commissions Pay", and not be covered by "Variable Pay".

Other Benefits

- Cellular Phone & SIM card as per policy

- Gratuity as applicable

- Mediclaim Insurance – You will be covered for Mediclaim Insurance for INR 2 lac for self, INR 1 lac for spouse, INR 1 lac each for 2 dependent children.

- Group Term Life Insurance policy covers all our Employees during the course of Employment with Vodafone. In the unfortunate event of an Employee's demise, the beneficiary is entitled for an amount equivalent to INR 25 lacs.

- Group Personal Accident policy mitigates an Employee's loss of income in case of accidents leading to disablement during the course of Employment with Vodafone. In case of any such unfortunate event, an Employee will be entitled to a maximum of INR 25 lacs subject to the terms and condition of the policy.

Neha Arora

Senior Manager - Human Resources



March 22, 2016



Dear Priyanka,

Below mentioned medical test are required to be done under pre-employment medical test. Kindly get these tests done before your joining at any hospital near your residence.

Request you to kindly mail the certificate / reports to us or carry it with you at the time of joining. In case of any query please feel to contact me at 9999018408.

**Medical Test:**

- Blood Sugar Fasting
- Blood test
  - Lipid profile
  - CBC,
  - RBC,
  - ESR,
  - Blood group & RH factor
- Urine --R
- ECG
- Chest X-ray PA view
- Colour blindness check ( Ishihara Test) & Peripheral Vision Test
- Medical Examination Certificate & Fitness certificate from consulting Physician

Regards,

**Manisha Vashist**  
**Human Resources**  
**Mob # + 9999018408**

C-DAC/P/HRD/2015/CL/ADVT/3106  
October 30, 2015

Ms. Shivi Shukla  
52 E/2 Dabouli 2, Kanpur - 208022,  
Uttar Pradesh, India  
Mob No. - 8765190215

**Sub: Offer of appointment on contract in consolidated salary basis  
as "Project Engineer - I"**

Dear Ms. Shivi Shukla,

This has reference to your application for PNE/ACTS-FAC-PE-I/1506 and subsequent interview you had with us on October 08, 2015. We are pleased to appoint you as a "Project Engineer - I" purely on contract basis. This contractual appointment is against time bound projects undertaken by C-DAC. The terms of your appointment are as under:

1. You shall be paid a Consolidated Salary of Rs.31,000/-pm (Rupees Thirty One Thousand Only) (all inclusive) without any other allowances. In addition, you shall be eligible for medical reimbursement, Contributory Provident Fund (CPF) and Leave as per the rules or guidelines as applicable from time to time.
2. Your appointment on contract basis on consolidated salary will be for a period of Two years as per the Terms and Conditions mentioned below.
  - a) **Medical:** You shall be entitled for medical reimbursement for self, spouse and dependent children. The eligibility shall be one month's total emoluments per year. Unspent amount shall not be carried forward. Medical Expenses beyond eligibility shall not be allowed.
  - b) **Contributory Provident Fund:** You shall be covered by Contributory Provident Fund Scheme wherein you shall contribute Rs.1800/- (12% of Rs.15000/-) per month and C-DAC shall also contribute an equal amount every month.
  - c) **Leave:** You shall be eligible for 8 days of Casual leave (CL), 2 days of Restricted Holiday (RH) and 24 days of Privilege Leave (PL) in a calendar year. No leave shall be permitted to be carried forward from one calendar year to the next and the unutilized leave in a particular calendar year shall lapse on the last day of that year. You shall not be allowed to take Leave Without Pay (LWP) for more than 5 days at a time and for a maximum period of one month during the entire contract period. For the duration of the LWP also, you shall be required to pay for the PF contribution i.e. Rs.1800/- per month. For an employee joining in the middle of the calendar year, the leave available shall be computed on pro-rata basis for the number of calendar months in the year.



*Shivi Shukla*

कार्यालय संयुक्त शिक्षा निदेशक, सहारनपुर मण्डल सहारनपुर।  
आदेश संख्या प्रबन्ध/ 2287-2309 /2015-16 दिनांक: 02 जुलाई, 2015

### विज्ञापि/नियुक्ति

कार्यभार ग्रहण करने की तिथि से मण्डलीय चयन समिति द्वारा सीधी भर्ती के माध्यम से स्नातक स्तर पर सहायक अध्यापक/अध्यापिका अनुसूचित जाति के पदों के प्रति नियुक्ति हेतु चयनित निम्नलिखित अभ्यर्थी/अभ्यर्थिनी को सहायक अध्यापक/अध्यापिका सामान्य विषय के पद पर अतीनव्य शिक्षा सेवा स्नातक वेतनक्रम 50-9300-34800 (ग्रेड पे-4600) में उनके नाम के सम्मुख स्तम्भ-5 में अंकित विद्यालय में अस्थायी रूप से नियुक्ति प्रदान की जाती है। इनकी नियुक्ति नितान्त अस्थाई है जो किसी भी समय एक माह की नोटिस अथवा उसके बदले एक माह का वेतन देकर समाप्त की जा सकती है। अभ्यर्थी/अभ्यर्थिनी को प्रथम नियुक्ति के पद पर कार्यभार ग्रहण करने हेतु कोई यात्रा भत्ता देय नहीं होगा।

क्र० सं०	चयनित अभ्यर्थी/अभ्यर्थिनी का नाम एवं स्थायी पता	जन्मतिथि/ गृह जनपद	शैक्षिक योग्यता	विद्यालय का नाम जहां पदस्थित किया गया	अन्य विवरण
01	02	03	04	05	06
1.	प्रीती पुत्री श्री राजेन्द्र, ग्राम व पोस्ट - खुदना, ता-रामपुर, महाराजगंज, सहारनपुर।	14.03.1983, सहारनपुर	बी०ए०, बी०ए०ए०	स्वामी विवेकानन्द राजकीय कन्या इण्टर कालेज, टिकरौल, सहारनपुर।	—
2.	चन्द्री पुत्री श्री भगवान सिंह, ग्राम- छौली, पो- बलदेव, मथुरा।	20.07.1987, मथुरा	बी०ए०, बी०ए०ए०	राजकीय कन्या उच्चतर माध्यमिक विद्यालय, दधेडा, शामली।	—
3.	ललिता मैनवाल पुत्री श्री बालेश्वर, ग्राम- राजपुर, पो- नागल, सहारनपुर।	07.06.1991, सहारनपुर	बी०ए०, बी०ए०ए०	लाला इन्दरसैन महामानस राजकीय राजकीय कन्या इण्टर कालेज, नकुड, सहारनपुर।	—

(डॉ० अंजना गोयल)

संयुक्त शिक्षा निदेशक

सहारनपुर मण्डल सहारनपुर।

पृष्ठांक संख्या प्रबन्ध/ 2287-2309 /2015-16

दिनांक उसी तिथि को।

उपर्युक्त की प्रतिलिपि निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित -

1- संबंधित प्रधानाचार्य/प्रधानाचार्या/प्रधानाध्यापक/प्रधानाध्यापिका राजकीय इण्टर कालेज/राजकीय उच्चतर माध्यमिक विद्यालय (बालक/बालिका) को इस आशय से प्रेषित कि वे उनके विद्यालय में नियुक्त किये गये अभ्यर्थी/अभ्यर्थिनी को कार्यभार ग्रहण करने से पूर्व उसके समस्त मूल प्रमाण पत्रों का सावधानी से पूर्णरूपेण परीक्षण कर लें एवं सन्तुष्ट होने के उपरान्त ही नियुक्ति पत्र निर्गत होने के एक माह के अन्दर कार्यभार ग्रहण करावें। उनके मूल प्रमाण पत्र में किसी प्रकार की सदिग्धता अथवा निम्नता होने पर कार्यभार ग्रहण न करावें तथा संयुक्त शिक्षा निदेशक सहारनपुर मण्डल सहारनपुर को संदर्भित कर निर्देश प्राप्त करने के उपरान्त ही यथास्थिति कार्यवाही करें। उनके समस्त शैक्षिक प्रमाण पत्रों की दो-दो स्वप्रमाणित प्रतियां तथा निम्नलिखित प्रमाण पत्रों की भी दो-दो प्रतियां प्राप्त कर ले एवं कार्यभार ग्रहण करने की तिथि के साथ प्रमाण पत्रों की एक-एक स्वप्रमाणित प्रति संयुक्त शिक्षा निदेशक, सहारनपुर मण्डल, सहारनपुर को उपलब्ध करावें।

(ग) दो राजपत्रित अधिकारी (जो उनके सम्बन्धी न हों) द्वारा प्रदत्त आधार प्रमाण पत्र।

(घ) इस आशय का प्रमाण पत्र अभ्यर्थी/अभ्यर्थिनी स्वयं दे कि उसकी एक से अधिक जीवित पत्नी/पति नहीं है। (विवाहित होने की स्थिति में)

(ङ) मुख्य चिकित्सा अधिकारी द्वारा प्रदत्त स्वस्थता प्रमाण पत्र (मूल एवं एक प्रमाणित प्रति)। मूल प्रमाण पत्र संयुक्त शिक्षा निदेशक सहारनपुर मण्डल सहारनपुर को उपलब्ध करावें।



ZS Associates India Pvt. Ltd.  
3<sup>rd</sup> to 11<sup>th</sup> floors, Block-A4  
IT/ITES SEZ of DLF Limited  
Village - Silokhera, Sec-30  
Gurgaon (Haryana) 122002 India  
T | +91 124 679 7000  
F | +91 124 679 7001  
www.zsassociates.com  
SALES+MARKETING

## CONFIDENTIAL

March 31, 2016

Saloni Agarwal  
03/81, Dhruv Dhaam, Vibhav Nagar,  
Agra.

Dear Saloni,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

**Performance Bonus:** ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your ZS gross salary income earned. Your performance and the company's results will determine your incentive compensation.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

**Emerging Leader Reward Program:** The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.





**Provident Fund:** When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

**Gratuity:** After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

**Insurance:** We offer a group insurance plan to cover hospitalization expenses for employees and up to three dependent family members (defined as parents, spouse or children). Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full. Details about these benefits are available upon request.

**Meals and Transportation:** ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

**Broadband access:** ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

**Relocation:** We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will arrange train/air tickets from your college/home location to your ZS office location. A ZS representative will contact you to discuss relevant details.
- Upon your arrival, ZS will provide up to two weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.



- Residence search assistance will be provided, with use of an office cab for two weekend days for up to four hours maximum a day.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within New Delhi, ZS will provide you with relocation assistance if you wish to relocate from Zone 3 localities to Zone 1 or Zone 2. For more details, please contact Diana Furtado ([diana.furtado@zsassociates.com](mailto:diana.furtado@zsassociates.com)).

**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

**ZStart and Orientation:** ZS runs a new hire induction and training program for new and returning ZS associates four times each year. This training program is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. It also provides an excellent opportunity to get to know other new ZS associates. New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work.

**Start Date and Formalities:** We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you must bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your **expected completion of**





**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## APPENDIX 1

### Salary Break up Details

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
HRA	55,000
LTA	9,167
Medical	15,000
Special Allowance	72,633
<b>Retirals</b>	
Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### Emerging Leaders Reward Program (ELRP) – Payout schedule

Payout months	Tenure in Months						Total = INR 200,000
	At the end of the Quarter of 24 <sup>th</sup> month	At the end of the Quarter of 30 <sup>th</sup> month	At the end of the Quarter of 36 <sup>th</sup> month	At the end of the Quarter of 42 <sup>th</sup> month	At the end of the Quarter of 48 <sup>th</sup> month	At the end of the Quarter of 54 <sup>th</sup> month	
	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	



## **Benefit Details**

ZS provides the following additional benefits:

### **Convenience Benefits:**

- **Local Transportation:** A shared pickup and drop from residence to office for all employees residing within defined zones.
- **Advance Toward Home Deposit:** An interest free advance up to INR 75,000 against lease agreement, recovered over a period of 06 months through payroll.
- **Relocation Allowance:** A onetime relocation allowance of INR 30,000 to Associates through the second month's payroll, if relocating from other city. If you do not complete one full year (12 months) of full-time employment, you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. This relocation allowance is considered taxable income.

### **Health and Wellness Benefits:**

- **Group Medical Insurance:** A Sum Assured of INR 300,000 for Associates, Associate Consultants and Consultants and INR 400,000 for Managers and above. Employee can nominate up to 3 dependent family members
- **Life Insurance Coverage:** 3 times your annual gross salary
- **Accident Policy:** A Sum Assured of INR 1,000,000
- **Executive Health Checkup:** Annual Executive Health Checkup facility through a leading hospital chain for all employees and their spouses
- **Meals:** Breakfast, Lunch, Dinner and Snacks served in office on all working days
- **Leaves:** 25 days of vacation per calendar year and up to 7 days of sick leave on Pro-rata basis



## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.





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## CONFIDENTIAL

March 31, 2016

Shivani Agarwal  
Mukat Biharilal Mukesh Chand, New Mandi.  
Bharapur - 321001 (Raj.).

Dear Shivani,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

**Performance Bonus:** ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your ZS gross salary income earned. Your performance and the company's results will determine your incentive compensation.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

**Emerging Leader Reward Program:** The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.



**Provident Fund:** When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

**Gratuity:** After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

**Insurance:** We offer a group insurance plan to cover hospitalization expenses for employees and up to three dependent family members (defined as parents, spouse or children). Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full. Details about these benefits are available upon request.

**Meals and Transportation:** ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

**Broadband access:** ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

**Relocation:** We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will arrange train/air tickets from your college/home location to your ZS office location. A ZS representative will contact you to discuss relevant details.
- Upon your arrival, ZS will provide up to two weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.



- Residence search assistance will be provided, with use of an office cab for two weekend days for up to four hours maximum a day.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within New Delhi, ZS will provide you with relocation assistance if you wish to relocate from Zone 3 localities to Zone 1 or Zone 2. For more details, please contact Diana Furtado ([diana.furtado@zsassociates.com](mailto:diana.furtado@zsassociates.com)).

**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

**ZStart and Orientation:** ZS runs a new hire induction and training program for new and returning ZS associates four times each year. This training program is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. It also provides an excellent opportunity to get to know other new ZS associates. New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work.

**Start Date and Formalities:** We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you must bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your **expected completion of**



**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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





## **APPENDIX 1**

### **Salary Break up Details**

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
HRA	55,000
LTA	9,167
Medical	15,000
Special Allowance	72,633
<b>Retirals</b>	
Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### **Emerging Leaders Reward Program (ELRP) – Payout schedule**

Payout months	Tenure in Months						Total = INR 200,000
	At the end of the Quarter of 24 <sup>th</sup> month	At the end of the Quarter of 30 <sup>th</sup> month	At the end of the Quarter of 36 <sup>th</sup> month	At the end of the Quarter of 42 <sup>th</sup> month	At the end of the Quarter of 48 <sup>th</sup> month	At the end of the Quarter of 54 <sup>th</sup> month	
	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	



## **Benefit Details**

ZS provides the following additional benefits:

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## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
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<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.



ZS Associates India Pvt. Ltd.  
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## CONFIDENTIAL

March 31, 2016

Niyati Ameta  
75, Acharya Marg, Sirohivada O/S Chandpole.  
Udaipur (Raj.) - 313001.

Dear Niyati,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

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**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

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Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

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We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## APPENDIX 1

### Salary Break up Details

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
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<b>Performance Bonus</b>	<b>27,500</b>
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<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### Emerging Leaders Reward Program (ELRP) – Payout schedule

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	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	





## **Benefit Details**

ZS provides the following additional benefits:

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### **Health and Wellness Benefits:**

- **Group Medical Insurance:** A Sum Assured of INR 300,000 for Associates, Associate Consultants and Consultants and INR 400,000 for Managers and above. Employee can nominate up to 3 dependent family members
- **Life Insurance Coverage:** 3 times your annual gross salary
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## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.

Ref: / /Permt

**Date: 26-April-2016**

**Ms Ankita Badoniya**  
**Jiyamapuram ph-2,**  
**Medical College Road,**  
**Sagar, M.P -470002**

**Phone No. 9691190501**

**Subject - Offer of Appointment**

Dear **Ankita Badoniya,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **5- May-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Ankita Badoniya	
TITLE	Business Associate	
BAND	U2	
LOCATION	Hyderabad	
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)	
BASIC (@30% OF TOTAL FIXED PAY)	94,500	
HRA (@50% OF BASIC)	47,250	
CONVEYANCE	19,200	
BONUS / STATUTORY BONUS	24,000	
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340	
FLEXIBLE COMPONENTS OF TFP	1,18,710	
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>	
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>	
<b>ADDITIONAL BENEFITS..... (C)</b>		
GRATUITY	4,546	
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122	
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>	

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)



## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**

Ref: / /Permt

**Date: 26-April-2016**

**Ms Ayushi Chaudhary**  
**A-7 Ganga Nagar,**  
**Meerut U.P-250001**

**Phone No. 08527056289**

**Subject - Offer of Appointment**

Dear **Ayushi Chaudhary,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **5-May-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Ayushi Chaudhary	
TITLE	Business Associate	
BAND	U2	
LOCATION	Hyderabad	
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)	
BASIC (@30% OF TOTAL FIXED PAY)	94,500	
HRA (@50% OF BASIC)	47,250	
CONVEYANCE	19,200	
BONUS / STATUTORY BONUS	24,000	
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340	
FLEXIBLE COMPONENTS OF TFP	1,18,710	
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>	
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>	
<b>ADDITIONAL BENEFITS..... (C)</b>		
GRATUITY	4,546	
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122	
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>	

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)



## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

## **Annexure – H**

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**



---

## Candidate selected at The Phone Support

1 message

---

**nidhi@transformplus.in** <nidhi@transformplus.in>  
To: lic <iic@banasthali.in>, Vishnu <vishnu@transformplus.in>

Tue, May 3, 2016 at 6:45 PM

Hi Avichal,

Glad to share the detail for the candidate selected at THE PHONESUPPORT as Technical Support Executive.

**Namisha Sharma**    **9466441211 / 8947813148**    **SELECT**

**Sonal Agarawal**    **8101756617 / 9434252603**    **SELECT**

We would like to share the Vacancies for different Company we have with us for the other candidates. Also would like to bring to your knowledge that the challenges these candidates are facing while clearing the Interview at the respective company.

Please find the attached Plan for further processing.

Regards

Nidhi

Transformplus

T +91 141 3151110,  
M +91 9352646033

Jaipur, Rajasthan, India

Email: [nidhi@transformplus.in](mailto:nidhi@transformplus.in)



**Training Plan.xlsx**

13K

Please find the attached data sheet of students...(Who are appearing in campus drive)

Thanks & Regards  
Placement Team -Wisdom

[Quoted text hidden]



**List of students for MTC.xlsx**  
18K

**Ahana Jawed** <ahana@mounttalent.com>  
To: IIC/Banasthali University <iic@banasthali.in>  
Cc: Abhilasha Thakur <abhilasha@mounttalent.com>

Tue, Mar 1, 2016 at 11:12 AM

Dear Avichal ,

Please find below the list of selected candidates -

S No.	Name	Class
1	Prachi	Btech
2	Ayushi	MBA
3	Gurleen	Btech
4	Mahima	Btech
5	Vishakha	MBA
6	Devanshi	Btech
7	Kali	Btech
8	Isha Garg	BBA
9	Kaushiki	BBA
10	Arshi	BBA
11	Saloni	MBA
12	Shreya	MBA
13	Bharti	Btech
14	Ritika	MBA
15	Shalini Rawat	MBA
16	Alka	MBA
17	Adya	BBA

Also , we shall send the LOI to the candidates at the earliest.  
Kindly let me know in case of any queries.

On Wed, Feb 24, 2016 at 1:11 PM, Ahana Jawed <ahana@mounttalent.com> wrote:

FYI

[Quoted text hidden]

[Quoted text hidden]

**IIC/Banasthali University** <iic@banasthali.in>  
To: Gargi Pant <gargipant87@gmail.com>

Wed, Mar 2, 2016 at 11:08 AM

Dear Gargi Mam,

Please find the below detail for your information.

Thanks & Regards  
Avichal Purohit  
[Quoted text hidden]

---

**Ahana Jawed** <ahana@mounttalent.com>  
To: IIC/Banasthali University <iic@banasthali.in>

Mon, Mar 21, 2016 at 3:31 PM

Hi Avichal ,

As per our discussion , please find the address of our company below -

**Address - Mount Talent Consulting**  
**A-22, Sector 4 , Noida**  
**Near Noida Sector-16 Metro Station .**  
**Noida, Uttar Pradesh 201301**

**Also, Kindly share the final list of candidates who are expected to join on 28th March 16 .**

**Best Regards,**  
**Ahana**

On Tue, Mar 1, 2016 at 11:22 AM, Abhilasha <[abhilasha@mounttalent.com](mailto:abhilasha@mounttalent.com)> wrote:

Priya we have to send them LOI , Kindly please share the same Ahana will help you with information

Thanks & Regards,

**Abhilasha Thakur**

---

**Mount Talent Consulting, India, APAC & EMEA**  
**Mount Technology Consulting Inc., USA**

[abhilasha@mounttalent.com](mailto:abhilasha@mounttalent.com) | Cell: +91-9717377773 | Website:[www.mounttalent.com](http://www.mounttalent.com)

**Consulting | Trainings | Recruitments**

Linkedin: [in.linkedin.com/in/abhilashat](https://in.linkedin.com/in/abhilashat)

IM on Google: [abhilasha@mounttalent.com](mailto:abhilasha@mounttalent.com)

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

From: **Ahana Jawed** <[ahana@mounttalent.com](mailto:ahana@mounttalent.com)>  
Date: Tue, Mar 1, 2016 at 11:12 AM  
Subject: Re: MBA campus Recruitment 2016  
To: IIC/Banasthali University <[iic@banasthali.in](mailto:iic@banasthali.in)>  
Cc: Abhilasha Thakur <[abhilasha@mounttalent.com](mailto:abhilasha@mounttalent.com)>

[Quoted text hidden]

[Quoted text hidden]

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**IIC/Banasthali University** <[iic@banasthali.in](mailto:iic@banasthali.in)>  
To: Ahana Jawed <[ahana@mounttalent.com](mailto:ahana@mounttalent.com)>

Fri, Mar 25, 2016 at 12:55 PM





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## Offer letter

2 messages

---

**Jayanti Sachdeva** <jayanti.sachdeva@naukri.com>  
To: IIC/Banasthali University <iic@banasthali.in>

Mon, Dec 7, 2015 at 2:54 PM

PFA

**Regards**

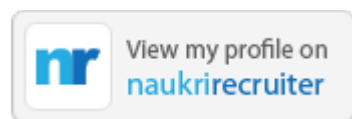
**Jayanti Sachdeva**

**Manager-HR**

**|Naukri.com** (A division of Info Edge (I) Ltd.

**B-8, Sec-132 | Noida Expressway | U.P. 201301, INDIA |**

**Contact no. 0120-3082059**



---

**From:** Jayanti Sachdeva

**Sent:** Friday, November 27, 2015 5:35 PM

**To:** 'Gargi Pant' <gargipant87@gmail.com>; 'IIC/Banasthali University' <iic@banasthali.in>

**Cc:** Ashish Bansal <ashish.bansal@naukri.com>

**Subject:** Documents Required for Offer Letter - Info Edge India Ltd (Jeevansathi.com)

Hi Gargi,

Referring to the campus drive @ Bansathali Univ yesterday , 26<sup>th</sup> Nov'15 , PFB the final list of selected candidates :

1. Shivangi Gupta
2. Shreya Gupta
3. Ambika Paliwal

4. Rolli Singh
5. Ishita Vidholia
6. Chinki Garg
7. Neha Kumari

All candidates will be required to join by 7<sup>th</sup> jan'16 or before. Kindly share the below mentioned documents , so that we can process their offer letter :

**Documents Required :**

1. All educational certificates with respective mark-sheets.
2. Copy of ID Proof
3. Copy of PAN Card

**Regards**

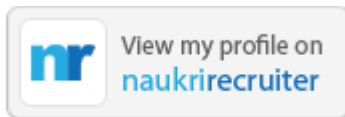
**Jayanti Sachdeva**

**Manager-HR**

**[Naukri.com](#) (A division of Info Edge (I) Ltd.**

**B-8, Sec-132 | Noida Expressway | U.P. 201301, INDIA |**

**Contact no. 0120-3082059**



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**7 attachments**



**neha bnsathli.pdf**  
374K



**chinki bansthli.pdf**  
374K



**ishita bansathali.pdf**  
373K



**rolli bansathli.pdf**  
373K

 **ambika bansthali.pdf**  
375K

 **shreya gupta bnsthali.pdf**  
373K

 **shivangi gupta bansthli.pdf**  
373K

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**IIC/Banasthali University** <iic@banasthali.in>

Thu, Dec 10, 2015 at 12:50 PM

To: chinki2305@gmail.com, ividholia@gmail.com, rolli.singh03@gmail.com, ambikapaliwal24@gmail.com, gshivangi83@gmail.com, gupta.shreya410@gmail.com

Dear All,

Please find the attached offer letters from Jeevansathi.com.

Regards,  
Gargi

[Quoted text hidden]

--

INDUSTRY INTERACTION CELL  
WISDOM, Faculty of Management Studies  
Banasthali University  
P.O. Banasthali Vidyapith- 304022  
Rajasthan, India  
Tel. +91 1438 228956  
Fax +91 1438 228365

BANASTHALI CAMPUS  
Ms. Gargi Pant Shukla  
+91 84260 98011

Ms. Nandita Mittal  
+91 9799660612

JAIPUR OFFICE:  
Dr. Ritam Dixit  
+91 141 5118721  
+91 94142 76177

Mrs. Smriti Sharma  
+91 9352803168

May God bless all...let's do our duty with utmost sincerity

**DISCLAIMER:**

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#### 7 attachments



**neha bnsathli.pdf**  
374K



**chinki bansthli.pdf**  
374K



**ishita bansathali.pdf**  
373K



**rolli bansathli.pdf**  
373K



**ambika bansthali.pdf**  
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**shreya gupta bnsthali.pdf**  
373K



**shivangi gupta bansthli.pdf**  
373K



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## Recruitment Result

1 message

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**Sanika Mishra** <sanika.mishra@cbisolutionsindia.com>

Sat, Mar 12, 2016 at 7:14 PM

To: Gargi Pant <gargipant87@gmail.com>

Cc: iic@banasthali.in, rohit@geekshastra.com

Dear Ma'am,

This to inform you about the selected candidate from your campus. Please inform the selected candidate about their selection and confirm us their joining dates. Below is the list of selected candidates

Names:-

1. Istuti Singh.
2. Kumari Ritika.

We would like to assign one more case on monday to some candidates because their performance was average and we would like to give them one more chance. Below are their names -

1. Ritu Pal
2. Shreya
3. Palavi Daga

Hope to see their better performance this time.

--

*With Regards* 

Sanika Mishra  
Sr.HR Executive  
0141-5119779





ZS Associates India Pvt. Ltd.  
3<sup>rd</sup> to 11<sup>th</sup> floors, Block-A4  
IT/ITES SEZ of DLF Limited  
Village - Silokhera, Sec-30  
Gurgaon (Haryana) 122002 India  
T | +91 124 679 7000  
F | +91 124 679 7001  
www.zsassociates.com  
SALES+MARKETING

## CONFIDENTIAL

March 31, 2016

Neha Bhookar  
Village Jorji Ka Bas Paranagar District Churu,  
Rajasthan.

Dear Neha,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

**Performance Bonus:** ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your ZS gross salary income earned. Your performance and the company's results will determine your incentive compensation.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

**Emerging Leader Reward Program:** The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.



**Provident Fund:** When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

**Gratuity:** After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

**Insurance:** We offer a group insurance plan to cover hospitalization expenses for employees and up to three dependent family members (defined as parents, spouse or children). Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full. Details about these benefits are available upon request.

**Meals and Transportation:** ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

**Broadband access:** ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

**Relocation:** We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will arrange train/air tickets from your college/home location to your ZS office location. A ZS representative will contact you to discuss relevant details.
- Upon your arrival, ZS will provide up to two weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.



- Residence search assistance will be provided, with use of an office cab for two weekend days for up to four hours maximum a day.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within New Delhi, ZS will provide you with relocation assistance if you wish to relocate from Zone 3 localities to Zone 1 or Zone 2. For more details, please contact Diana Furtado ([diana.furtado@zsassociates.com](mailto:diana.furtado@zsassociates.com)).

**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

**ZStart and Orientation:** ZS runs a new hire induction and training program for new and returning ZS associates four times each year. This training program is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. It also provides an excellent opportunity to get to know other new ZS associates. New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work.

**Start Date and Formalities:** We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you must bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your **expected completion of**



**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## APPENDIX 1

### Salary Break up Details

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
HRA	55,000
LTA	9,167
Medical	15,000
Special Allowance	72,633
<b>Retirals</b>	
Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### Emerging Leaders Reward Program (ELRP) – Payout schedule

Payout months	Tenure in Months						Total = INR 200,000
	At the end of the Quarter of 24 <sup>th</sup> month	At the end of the Quarter of 30 <sup>th</sup> month	At the end of the Quarter of 36 <sup>th</sup> month	At the end of the Quarter of 42 <sup>th</sup> month	At the end of the Quarter of 48 <sup>th</sup> month	At the end of the Quarter of 54 <sup>th</sup> month	
	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	



## **Benefit Details**

ZS provides the following additional benefits:

### **Convenience Benefits:**

- **Local Transportation:** A shared pickup and drop from residence to office for all employees residing within defined zones.
- **Advance Toward Home Deposit:** An interest free advance up to INR 75,000 against lease agreement, recovered over a period of 06 months through payroll.
- **Relocation Allowance:** A onetime relocation allowance of INR 30,000 to Associates through the second month's payroll, if relocating from other city. If you do not complete one full year (12 months) of full-time employment, you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. This relocation allowance is considered taxable income.

### **Health and Wellness Benefits:**

- **Group Medical Insurance:** A Sum Assured of INR 300,000 for Associates, Associate Consultants and Consultants and INR 400,000 for Managers and above. Employee can nominate up to 3 dependent family members
- **Life Insurance Coverage:** 3 times your annual gross salary
- **Accident Policy:** A Sum Assured of INR 1,000,000
- **Executive Health Checkup:** Annual Executive Health Checkup facility through a leading hospital chain for all employees and their spouses
- **Meals:** Breakfast, Lunch, Dinner and Snacks served in office on all working days
- **Leaves:** 25 days of vacation per calendar year and up to 7 days of sick leave on Pro-rata basis



## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.





Oracle India Pvt. Ltd.  
India Development Center  
Oracle Technology Park  
3, Bannerghatta Road  
Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124

Registered office address:  
F-01/02, First Floor,  
Salcon Ravvillas Plot no. D-1,  
District centre, Saket,  
New Delhi - 110 017  
Phone: 91-11-46509608  
Fax: 91-11-48574722  
CIN: U74800DL1903PTC051744

April 26, 2016

Saloni Malhotra

Dear Saloni,

We are pleased to offer you employment in the position of **Member Technical Staff** with **Oracle India Private Limited, IDC ("Oracle")**. Your base of operation is **Bangalore, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 7,50,000.00** payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

The break-up of your total gross compensation is given below:

Components	Amount (INR) p.a.
A. Basic salary	3,13,765.00
B. Flexible Benefit Plan (FBP) **	3,83,491.00
C. Annual Gross Pay AGP (A+B)	6,97,256.00
D. Company's contribution to PF	37,652.00
E. Company's contribution to Gratuity	15,092.00
Total Gross (C+D+E)	7,50,000.00

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

#### Relocation:

You are eligible for a one-off relocation benefit of **INR 20000**. The relocation benefit will comprise of:

- Travel Fare for self, spouse, dependent children (Economy Class Airfare or II A/C train)
- Transportation of Personal Effects or excess baggage to host location.
- Visa for employee and dependants.

You may choose to utilize the total amount for any of the above mentioned relocation components but the utilization will have to be in accordance to the **Oracle Relocation & Travel Policy**. No encashment for unconsumed benefit. Please contact country HR to avail this benefit. Non compliance to the policy would render all claims null and void.

If you have received relocation benefits within the last 24 months, elect on your own volition to change Country or City into a new role after 12 months, no relocation assistance to new Country or City will be extended. These benefits shall cease upon the termination of your existing employment contract with Oracle.

Temporary accommodation would be provided for you, your spouse and dependent children for a period not exceeding 30 days, at Oracle preferred hotels. Expenses related to members other than those prescribed above would have to be borne by you.



टाटा सामाजिक विज्ञान संस्थान  
Tata Institute of Social Sciences

No.: Admn./J4/2016

July 12, 2016



Mrs. Raj Shree Keshri  
Keshri Krana Bhandari  
Jail Road Area  
Bhagalpur, Bihar - 804 022

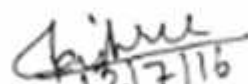
Subject: Engagement as 'Social Worker' in the project "Special Cell for Women (Bihar) under the NCW-TISS"

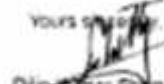
Dear Ms. Keshri,

We are pleased to engage you as 'Social Worker' on contract basis at the Institute on the following terms and conditions:

1. The engagement is for the above work only and is not transferable to any other work.
2. The duration of your engagement will be from May 12, 2016 to March 31, 2017. The contract may be terminated with one month notice from either side.
3. During the period of your engagement you will be paid a contractual payment of Rs. 20,000/- (Rupees Twenty Thousand only) p.m. The taxes on profession and income will be deducted as per the prevailing rules.
4. During the period of your engagement in the project you will not be entitled simultaneously to any other remunerations like salary / consultancy / fellowship / stipend / internship / honorarium / financial assistance in the Institute.
5. You will be covered under the Group Medical Insurance Scheme applicable for the project staff of the Institute i.e. Health insurance scheme and personal accident scheme. You are requested to produce a proof of date of birth to the personnel section.
6. You will be presently report to Mr. Tripti Panchal, Project Leader and your nature of duties will be as assigned by the Project Leader. During the period of your engagement, you will carry out the duties assigned to you and observe all directions and instructions issued to you from time to time with all diligence.
7. Your working days will be Monday to Friday and, if necessary on Saturday and holidays also.
8. Your working hours will be 10:00 a.m. to 5:45 p.m. with 1/2 hour lunch break (1:00 p.m. to 1:30 p.m.). You may be required to work beyond the regular working hours as and when necessary.
9. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the Institute.
10. For the purpose of conduct and discipline, you will be governed by such rules and regulations of the Institute as may be made applicable.
11. During the period of your engagement, you will not directly or indirectly engage yourself in any work outside the Institute and will not be directly or indirectly concerned or interested even while off duty with any business, similar to that of the Institute or otherwise, except with the prior permission of the Institute.
12. Your Leave entitlements will be governed by the rules applicable for Project Staff.
13. It is not an appointment in TISS, temporary or otherwise. It is purely a job contract. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation / regulation / absorption in TISS against any post / position.
14. You are required to open a Savings Bank Account, if not already opened, either in Central Bank of India OR State Bank of India, having 'Core Banking System'. You are required to provide two photocopies of first page of your Bank Passbook, wherein name and bank account number is mentioned, to the Institute. This will enable to credit your payment to your Saving Bank Account.
15. You are also requested to furnish two photocopies of your PAN Card to the Institute.
16. In case of closing of this engagement, the last month's payment will be released on production of 'No Dues Certificate' from Competent Authorities.
17. In the event of any dispute arising out of this Contractual engagement, the decision of the Director, TISS shall be final and binding on you.

Please return the duplicate of this letter, duly signed by you, in token of your having accepted the terms and conditions of your engagement.

  
217116

Yours sincerely,  
  
Dipankar Ghosh  
Deputy Registrar (Person. & Admin.)

Encl.: (i) Joining Report Form in d. (ii) Bank Details Form in dup (iii) Plan of Investment Form

To be filed in and return to Mrs. Yogita Kishor, Personnel Section.

संकेत नं. 8313  
फोन नं. 400 0885  
फैक्स नं. 400 0885  
पुस्तक नं. 8313  
पेस्ट नं. 400 0885

ग्राम Telephone: 022 2552 5000  
फैक्स Fax: 91 22 2552 5050  
ई-मेल E-mail: spars@tiss.edu  
वेबसाइट Website: www.tiss.edu

संकेत नं. 8313  
फैक्स नं. 400 0885  
पुस्तक नं. 8313  
पेस्ट नं. 400 0885

Ref: / /Permt

**Date: 26-April-2016**

**Ms Diksha Agarwal**  
**88 Mohalla Dori Lal**  
**Opposite Agarwal Sabha Bhawan**  
**Pilibhit, U.P**

**Phone No. 7023411772**

**Subject - Offer of Appointment**

Dear **Diksha Agarwal**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **27-April-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Diksha Agarwal
TITLE	Business Associate
BAND	U2
LOCATION	Hyderabad
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@30% OF TOTAL FIXED PAY)	94,500
HRA (@50% OF BASIC)	47,250
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340
FLEXIBLE COMPONENTS OF TFP	1,18,710
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>
ADDITIONAL BENEFITS..... (C)	
GRATUITY	4,546
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)

## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**



**From:** Yogesh Garg [mailto:[yogesh.garg@icicisecurities.com](mailto:yogesh.garg@icicisecurities.com)]  
**Sent:** Monday, December 28, 2015 5:41 PM  
**To:** '[iic@banasthali.in](mailto:iic@banasthali.in)'; '[harsh\\_wisdom@yahoo.com](mailto:harsh_wisdom@yahoo.com)'  
**Cc:** '[himanshu.joshi@icicisecurities.com](mailto:himanshu.joshi@icicisecurities.com)'; '[rupam.banerjee@icicisecurities.com](mailto:rupam.banerjee@icicisecurities.com)'  
**Subject:** Campus Visit on 20th January\_BANASTHALI CAMPUS

Dear Ms. Nandita,

Subsequent to our discussion please note that we have finalized our campus plans and have short listed your institute for our Campus hiring. We look forward to hire Management Trainees from your campus. In this regard please block **January 20<sup>th</sup>, 2016** for the recruitment drive. Detailed description of the profile is given below:

**Job Summary:**

To meet revenue target across a certain set of customer by mastering client relationship and providing solutions to the customer by evaluating their financial needs.

**Key Responsibilities:**

- To deliver the desired revenue target numbers
- Cross-Selling to existing customers & Acquisition of new customers
- Financial planning of the customer
- To provide solutions to the Customer's financial needs
- To systematically execute the sales process to facilitate delivery of revenue targets
- Preparing and maintaining Sales Call reports and all relevant MIS

The cost to Company is Total Fixed Pay + Variable Pay+ Benefits. The Total Fixed Pay is Rs 3 lacs per annum. Variable pay is in form of the Sales Incentive which is a certain percentage of the revenue generated by a MT. Average incentive earned by a RM is Rs 75,000 per annum.

The selection process will involve pre placement talk, Group Discussion followed by rounds of interviews.

**For any clarification please feel free to get back to the undersigned.**

**Regards,**

**Yogesh Garg**

Regional Manager – Human Resources

ICICI Securities Limited

Contact: +918239002167/ 0141-4064901

"Print this mail only if absolutely necessary. Save Paper. Save Trees."

"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."



ZS Associates India Pvt. Ltd.  
3<sup>rd</sup> to 11<sup>th</sup> floors, Block-A4  
IT/ITES SEZ of DLF Limited  
Village - Silokhera, Sec-30  
Gurgaon (Haryana) 122002 India  
T | +91 124 679 7000  
F | +91 124 679 7001  
www.zsassociates.com  
SALES+MARKETING

## CONFIDENTIAL

March 31, 2016

Yamini Jaiswal  
Room No. 28, Shri Shanta Puri, Banasthali University,  
Newai-304022.  
Rajasthan.

Dear Yamini,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

**Performance Bonus:** ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your ZS gross salary income earned. Your performance and the company's results will determine your incentive compensation.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

**Emerging Leader Reward Program:** The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.



**Provident Fund:** When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

**Gratuity:** After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

**Insurance:** We offer a group insurance plan to cover hospitalization expenses for employees and up to three dependent family members (defined as parents, spouse or children). Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full. Details about these benefits are available upon request.

**Meals and Transportation:** ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

**Broadband access:** ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

**Relocation:** We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will arrange train/air tickets from your college/home location to your ZS office location. A ZS representative will contact you to discuss relevant details.
- Upon your arrival, ZS will provide up to two weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.



- Residence search assistance will be provided, with use of an office cab for two weekend days for up to four hours maximum a day.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within New Delhi, ZS will provide you with relocation assistance if you wish to relocate from Zone 3 localities to Zone 1 or Zone 2. For more details, please contact Diana Furtado ([diana.furtado@zsassociates.com](mailto:diana.furtado@zsassociates.com)).

**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

**ZStart and Orientation:** ZS runs a new hire induction and training program for new and returning ZS associates four times each year. This training program is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. It also provides an excellent opportunity to get to know other new ZS associates. New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work.

**Start Date and Formalities:** We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you must bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your **expected completion of**



**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## APPENDIX 1

### Salary Break up Details

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
HRA	55,000
LTA	9,167
Medical	15,000
Special Allowance	72,633
<b>Retirals</b>	
Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### Emerging Leaders Reward Program (ELRP) – Payout schedule

Payout months	Tenure in Months						Total = INR 200,000
	At the end of the Quarter of 24 <sup>th</sup> month	At the end of the Quarter of 30 <sup>th</sup> month	At the end of the Quarter of 36 <sup>th</sup> month	At the end of the Quarter of 42 <sup>th</sup> month	At the end of the Quarter of 48 <sup>th</sup> month	At the end of the Quarter of 54 <sup>th</sup> month	
	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	





## **Benefit Details**

ZS provides the following additional benefits:

### **Convenience Benefits:**

- **Local Transportation:** A shared pickup and drop from residence to office for all employees residing within defined zones.
- **Advance Toward Home Deposit:** An interest free advance up to INR 75,000 against lease agreement, recovered over a period of 06 months through payroll.
- **Relocation Allowance:** A onetime relocation allowance of INR 30,000 to Associates through the second month's payroll, if relocating from other city. If you do not complete one full year (12 months) of full-time employment, you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. This relocation allowance is considered taxable income.

### **Health and Wellness Benefits:**

- **Group Medical Insurance:** A Sum Assured of INR 300,000 for Associates, Associate Consultants and Consultants and INR 400,000 for Managers and above. Employee can nominate up to 3 dependent family members
- **Life Insurance Coverage:** 3 times your annual gross salary
- **Accident Policy:** A Sum Assured of INR 1,000,000
- **Executive Health Checkup:** Annual Executive Health Checkup facility through a leading hospital chain for all employees and their spouses
- **Meals:** Breakfast, Lunch, Dinner and Snacks served in office on all working days
- **Leaves:** 25 days of vacation per calendar year and up to 7 days of sick leave on Pro-rata basis



## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.



ZS Associates India Pvt. Ltd.  
3<sup>rd</sup> to 11<sup>th</sup> floors, Block-A4  
IT/ITEs SEZ of DLF Limited  
Village - Silokhera, Sec-30  
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T | +91 124 679 7000  
F | +91 124 679 7001  
www.zsassociates.com  
SALES+MARKETING

## CONFIDENTIAL

March 31, 2016

Tannu Kumari  
C/o. Rajesh Kumar Saha  
Income Tax Advocate, Bhawan Laxmi,  
Near Sarai Chowk, Aga Saheb Lane ,Bhagalpur,  
Bihar.

Dear Tannu,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

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**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

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**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

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We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

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**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read "Abhijit Nimgaonkar", with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## **APPENDIX 1**

### **Salary Break up Details**

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
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Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### **Emerging Leaders Reward Program (ELRP) – Payout schedule**

Payout months	Tenure in Months						Total = INR 200,000
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	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	





## **Benefit Details**

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- **Executive Health Checkup:** Annual Executive Health Checkup facility through a leading hospital chain for all employees and their spouses
- **Meals:** Breakfast, Lunch, Dinner and Snacks served in office on all working days
- **Leaves:** 25 days of vacation per calendar year and up to 7 days of sick leave on Pro-rata basis



## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.

9<sup>th</sup> May, 2016

**Ms. Monika Satya**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Monika Satya**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Monika Satya

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Karina Agarwal**

**Address:** Banasthali Vidyapith  
C-62, Sarojini Marg, C- Scheme,  
Jaipur, Rajasthan 302001.

## **LETTER OF INTENT**

Dear **Ms. Karina Agarwal**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Karina Agarwal

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Kavya Sharma**

**Address:** Banasthali Vidyapith  
C-62, Sarojini Marg, C- Scheme,  
Jaipur, Rajasthan 302001.

## **LETTER OF INTENT**

Dear **Ms. Kavya Sharma**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Kavya Sharma

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Neha Agarwal**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Neha Agarwal**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Neha Agarwal

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Nikita Khatri**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Nikita Khatri**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Nikita Khatri

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059



9<sup>th</sup> May, 2016

**Ms. Noopur Agrawal**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Noopur Agrawal**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Noopur Agrawal

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Priyanka Pal**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Priyanka Pal**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Priyanka Pal

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Saristi Sharma**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Saristi Sharma**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Saristi Sharma

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Shreya Garg**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Shreya Garg**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Shreya Garg

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Swati Sharma**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Swati Sharma**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Swati Sharma

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

9<sup>th</sup> May, 2016

**Ms. Swati Sharma**

**Address:** Banasthali Vidyapith  
P.O. Banasthali Vidyapith, Vanasthali,  
Dist- Tonk, Rajasthan-304022

## **LETTER OF INTENT**

Dear **Ms. Swati Sharma**,

This is with respect to your campus interview which you had with us. We are pleased to extend you an offer of employment with The Vertical Recruiters, Delhi. This letter will officially confirm your terms of employment.

- a) You will be designated as an **HR Recruiter**.
- b) You will be entitled to get a stipend amount of **Rs.12,000/-** fixed per month for first 3 months. After 3 months your compensation will be revised to **Rs.15,000/-** fixed per month which will depend on your performance as discussed and agreed at the interview time.

The hard copy of original offer letter will be handed over to you on your DOJ with the company i.e. **23<sup>rd</sup> May, 2016**.

**The final letter of appointment i.e. permanent employment letter will provided to you post clearing the training which will be after 3 months from your DOJ based upon your performance in training session.**

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

Employee Name: Swati Sharma

DOJ: 23<sup>rd</sup> May, 2016



(Authorized Signatory)

(Employee Signature)

**The Vertical Recruiters:**

WZ-85, Meenakshi Garden, Gate No.3, Subhash Nagar Metro Station, New Delhi-110059

Cc: Gargi Pant <gargipant87@gmail.com>, Smriti Sharma <smriti.1978@yahoo.com>

Hi Megha,

Good Morning!

Following to our Yesterday conversation regarding the profiles please find attached the excel containing all the details of the students. **Total 106 students appeared for the first profile. I will be sharing other profiles of BBA/MBA by tomorrow evening.**

**Thanks & Regards,  
Nandita Mittal**

[Quoted text hidden]

---

**Megha Agarwal** <megha.agarwal@naukri.com>

Thu, Jan 14, 2016 at 2:22 PM

To: IIC/Banasthali University <iic@banasthali.in>

Cc: Gargi Pant <gargipant87@gmail.com>, Smriti Sharma <smriti.1978@yahoo.com>

Sure Nandita.

Thanks for your help.

Kind Regards,

[Quoted text hidden]

---

**Megha Agarwal** <megha.agarwal@naukri.com>

Mon, May 16, 2016 at 3:22 PM

To: IIC/Banasthali University <iic@banasthali.in>

Hi Avichal,

As discussed, requesting you to let me know the joining status of the following candidates:

Garima Bhasin
Komal Rangwani
Prakrati Gupta
Sakshi Bansal
Shruti Gupta

Regards,



Megha

**From:** IIC/Banasthali University [mailto:[iic@banasthali.in](mailto:iic@banasthali.in)]

**Sent:** 14 January 2016 11:42

[Quoted text hidden]

[Quoted text hidden]



ZS Associates India Pvt. Ltd.  
3<sup>rd</sup> to 11<sup>th</sup> floors, Block-A4  
IT/ITES SEZ of DLF Limited  
Village - Silokhera, Sec-30  
Gurgaon (Haryana) 122002 India  
T | +91 124 679 7000  
F | +91 124 679 7001  
www.zsassociates.com  
SALES+MARKETING

## CONFIDENTIAL

March 31, 2016

Deoyani Pareek  
3, Sri Shanta Puri,  
Banasthali University.

Dear Deoyani,

We are pleased to extend you an offer to join ZS Associates India Pvt. Ltd. ('ZS') as an Operations Delivery Associate in our Business Operations capability group, to be based in our New Delhi office. We hope that you give this opportunity with ZS serious consideration.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

**Salary:** Your annual gross salary will be INR 275,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. For salary details, please refer to Appendix 1.

**Cost-of-Living Adjustment:** ZS has multiple office locations, and a cost-of-living difference exists among the different geographic areas. The cost-of-living adjustment is calculated based on a number of factors, primarily the local cost-of-living relative to the Pune area and your specific salary level. The cost-of-living adjustment fluctuates from year to year, and is not linked to performance or merit, but is a separate income addition. At higher salary levels, this adjustment diminishes and eventually disappears. The current annual cost-of-living adjustment for your salary level is INR 22,000; this amount will be reviewed again in June 2016 and could change at that time.

**Performance Bonus:** ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your ZS gross salary income earned. Your performance and the company's results will determine your incentive compensation.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

**Emerging Leader Reward Program:** The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.



**Provident Fund:** When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

**Gratuity:** After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

**Annual Leave, Holidays and Sick Time:** We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

**Insurance:** We offer a group insurance plan to cover hospitalization expenses for employees and up to three dependent family members (defined as parents, spouse or children). Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full. Details about these benefits are available upon request.

**Meals and Transportation:** ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

**Broadband access:** ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

**Relocation:** We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- ZS will arrange train/air tickets from your college/home location to your ZS office location. A ZS representative will contact you to discuss relevant details.
- Upon your arrival, ZS will provide up to two weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.



- Residence search assistance will be provided, with use of an office cab for two weekend days for up to four hours maximum a day.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within New Delhi, ZS will provide you with relocation assistance if you wish to relocate from Zone 3 localities to Zone 1 or Zone 2. For more details, please contact Diana Furtado ([diana.furtado@zsassociates.com](mailto:diana.furtado@zsassociates.com)).

**Employment and Confidentiality Agreement:** Along with this offer, we are sending you the terms and conditions of employment for this position with ZS, which includes stipulations regarding the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. When you accept the ZS offer, you will sign a copy of this agreement electronically. If you have questions regarding this agreement, please do not hesitate to ask.

**ZStart and Orientation:** ZS runs a new hire induction and training program for new and returning ZS associates four times each year. This training program is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. It also provides an excellent opportunity to get to know other new ZS associates. New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work.

**Start Date and Formalities:** We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you must bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are excited about the possibility of you starting your ZS career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to [seema.barage@zsassociates.com](mailto:seema.barage@zsassociates.com).

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **April 10, 2016**.

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your **expected completion of**



**degree program**, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) to continue to grow and prosper in the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abhijit Nimgaonkar', with a long horizontal stroke extending to the right.

Abhijit Nimgaonkar  
Office Managing Principal

Signature: \_\_\_\_\_

Name as it appears on PAN card or passport: \_\_\_\_\_

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



## **APPENDIX 1**

### **Salary Break up Details**

ZS Associates (India) Pvt. Ltd.	
	Annual INR
<b>Gross</b>	<b>261,800</b>
Basic	110,000
HRA	55,000
LTA	9,167
Medical	15,000
Special Allowance	72,633
<b>Retirals</b>	
Employer's contribution to <b>Provident Fund</b>	13,200
<b>Gratuity</b> - payable on completing 5 years of continuous service with ZS Ind Pvt Ltd as per the payment of gratuity act 1972; first year's provision being...	5,000
<b>ZS Gross (Gross + PF)</b>	<b>275,000</b>
<b>Performance Bonus</b>	<b>27,500</b>
Linked to performance (up to a max. 10% of ZS gross salary; pay-out at the end of calendar year, depending on individual performance), up to a <b>maximum of ..</b>	
<b>Cash Benefit</b>	
Broadband Allowance (ZS will provide a broadband allowance of INR 1,500 per month, through payroll)	18,000

### **Emerging Leaders Reward Program (ELRP) – Payout schedule**

Payout months	Tenure in Months						Total = INR 200,000
	At the end of the Quarter of 24 <sup>th</sup> month	At the end of the Quarter of 30 <sup>th</sup> month	At the end of the Quarter of 36 <sup>th</sup> month	At the end of the Quarter of 42 <sup>th</sup> month	At the end of the Quarter of 48 <sup>th</sup> month	At the end of the Quarter of 54 <sup>th</sup> month	
	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 50,000	INR 50,000	



## **Benefit Details**

ZS provides the following additional benefits:

### **Convenience Benefits:**

- **Local Transportation:** A shared pickup and drop from residence to office for all employees residing within defined zones.
- **Advance Toward Home Deposit:** An interest free advance up to INR 75,000 against lease agreement, recovered over a period of 06 months through payroll.
- **Relocation Allowance:** A onetime relocation allowance of INR 30,000 to Associates through the second month's payroll, if relocating from other city. If you do not complete one full year (12 months) of full-time employment, you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. This relocation allowance is considered taxable income.

### **Health and Wellness Benefits:**

- **Group Medical Insurance:** A Sum Assured of INR 300,000 for Associates, Associate Consultants and Consultants and INR 400,000 for Managers and above. Employee can nominate up to 3 dependent family members
- **Life Insurance Coverage:** 3 times your annual gross salary
- **Accident Policy:** A Sum Assured of INR 1,000,000
- **Executive Health Checkup:** Annual Executive Health Checkup facility through a leading hospital chain for all employees and their spouses
- **Meals:** Breakfast, Lunch, Dinner and Snacks served in office on all working days
- **Leaves:** 25 days of vacation per calendar year and up to 7 days of sick leave on Pro-rata basis





## **APPENDIX 2**

### **Local Transport Service**

Please find below details related to the daily shared transportation service which is a part of the non-cash benefits.

<b>Local Transport Service</b>	
<p>We have broadly divided the New Delhi region into 3 zones. Please note that this list, while comprehensive, is by no means exhaustive. If you are planning to relocate to, or current reside in, New Delhi, we recommend that you find housing ideally within Zone 1 (the preferred locations) or within Zone 2 (other localities some distance away from the office). If you choose to live in one of the Zone 3 localities, you would need to come to the closest "pickup node" by a specific time, and ZS transport would be provided to bring you to the office from this location.</p>	
<b>Zone 1: Ideal</b>	<b>Entire Gurgaon region</b>
<b>Zone 2: Acceptable</b>	<p><b>South Delhi, Central Delhi, West Delhi and East Delhi Locations</b></p> <p>The following areas will <b>not</b> be considered to be part of this region: Anand Parvat, Sadar Bajar, Darya Ganj, Chandini Chowk, Sabji Mandi, Chawdi Bazar, Pahad Ganj, Jama Masjid, Jahangir, Puri, Adarsh Nagar, Model Town, Timar Pur, Mukharjee Nagar, Kingsway Camp, Wazir Bad, Wazir Pur, Buradi, Narela, Samay Pur Badli, Rithala, Nangloi, Mangol Puri, Bhajan Pura, Sarai Kale Kha, Yamuna Vihar, Dilshag Garden, Shahadra, Gandhi Nagar, Seelam Pur, Krishna Nagar, Geeta Colony, Shastri Nagar, Seema Puri, Loni Road, Suraj Mal Vihar, Jhil Mil Colony, Mundka, Karawal Nagar, Dayal Pur, Sonia Vihar, Vivek Vihar, Jagar Puri, Madan Pur Khadar, Sarita Vihar, Badar Pur, Jasola Vihar, Taj Pur, Meetha Pur, Tuglaka Bad, Azad Pur, Ballabh Garh, Bahadur Garh, Najafgarh, Rewari, Tawdu, Sohna, Manesar.</p>
<b>Zone 3: No Service</b>	Noida, Gaziabad, Faridabad or other areas not covered in the Ideal and Acceptable zone

For more details on the transportation guidelines, please feel free to contact Gautam Negi (gautam.negi@zsassociates.com) from the transport team.

Ref: / /Permt

**Date: 26-April-2016**

**Ms Priyanka Pareek**  
**48, Arvind Niwas, Banasthali Vidyapith,**  
**Dist. Tonk, Rajasthan, India**

**Phone No. 7737559526**

**Subject - Offer of Appointment**

Dear **Priyanka Pareek,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **5- May-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl: Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Priyanka Pareek
TITLE	Business Associate
BAND	U2
LOCATION	Hyderabad
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@30% OF TOTAL FIXED PAY)	94,500
HRA (@50% OF BASIC)	47,250
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340
FLEXIBLE COMPONENTS OF TFP	1,18,710
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>
<b>ADDITIONAL BENEFITS..... (C)</b>	
GRATUITY	4,546
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)

## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**





## Feedback of Club Mahindra Delhi location

Nakul Sharma <nakul@gnb.co.in>

Sat, Mar 26, 2016 at 10:32 AM

To: IIC/Banasthali University <iic@banasthali.in>, smriti.1978@yahoo.com

Cc: gaurav@gnb.co.in, paramgnb11@gmail.com

Dear Avichal,

Please find the feedback of Candidate's who went for the interview of Club Mahindra Delhi location...

S no.	Name of candidate	Profile	Location	Feedback
1.	Madhu Sharma	CDSO	Delhi	Selected
2.	Jharna	CDSO	Delhi	Hold
3.	Bhoomika	CDSO	Delhi	Selected
4.	Deepanshi	CDSO	Delhi	Hold

- Selected Candidate's has to join the organization on 14<sup>th</sup>, April, 2016, Please make sure their availability.
- Offer letter will be sent to the Candidate's e-mail i.d and they need to give the confirmation for the offer.
- Hold Candidate's can be consider for the other profile as well, will intimate you very soon.
- Congratulation AVICHAL..... YOUR EFFORT ARE REALLY APPRECIABLE...
- It lead's to the strong association with Banasthali..

**GALL P**  
**BOUNCE**  
Let us do it together

Thanks & Regards :-

Nakul Sharma - (Branch Manager)





वनस्थली विद्यापीठ  
Banasthali Vidyapeeth

Wisdom Placements Banasthali <iic@banasthali.in>

## Confirmation Letter

**Nakul Sharma** <nakul@gnb.co.in>

Fri, Apr 8, 2016 at 3:03 PM

To: IIC/Banasthali University <iic@banasthali.in>

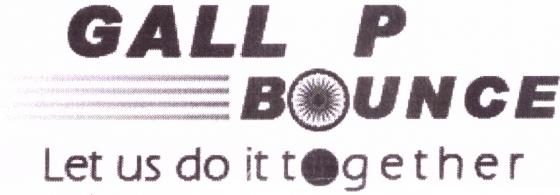
Cc: gaurav@gnb.co.in, Nakul Sharma <nakul@gnb.co.in>

**Dear Deepanshi,**

We take great pleasure in inviting you to be a part of Mahindra Holidays.

We are pleased to confirm that we would like to appoint you as **Tele Marketing Executive for Jaipur location**. The CTC offered is 1.86 lakh p.a.

Your appointment will commence from the date on which you join Mahindra Holidays. As mutually agreed, you would join on or before **09<sup>th</sup> April 2016**.



**Thanks & Regards :-**

**Nakul Sharma - (Branch Manager)**

Gallop & Bounce HR Services Pvt Ltd.,

II Floor , S-19, JDA Central Market,

Amrapali Circle, Vaishali Nagar,

Jaipur ( Rajasthan)

Mobile No + 91-7822802247

II Floor , S-19, JDA Central Market,

Amrapali Circle, Vaishali Nagar,

Jaipur ( Rajasthan)

Mobile No + 91-7822802247



I am feeling very glad to inform you that Club Mahindra has selected 6 Student out of 7 for the various profile from **Banasthali University**

. They all need to report the Club Mahindra Jaipur office On 8th, March, 2016 (Tuesday) at 10 A.M.

➤ Request you to provide the N.O.C on immediate basis so that they can join on 08-03-2016. Please Find the feedback of candidates....

S No.	Name	Company	Profile	Feedback	CTC (Rupees)
1.	Sonali Shukla	Club Mahindra	CDSO	Selected	2.50 Lac/Annum
2.	Harsha Srivastava	Club Mahindra	HC	Selected	2.40 Lac/Annum
3.	Anjali Gairola	Club Mahindra	HC	Selected	2.40 Lac/Annum
4.	Disha Dubey	Club Mahindra	TME	Selected	1.86 Lac/Annum
5.	Heena Mishra	Club Mahindra	TME	Selected	1.86 Lac/Annum
6.	Priya Sharma	Club Mahindra	TME	Selected	1.86 Lac/Annum
7.	Bhoomika Srivastava	Club Mahindra	CDSO/HC	HOLD	-

➤ Feel free to have any kind of discussion with our team. It was really Excellent experience with your institute, We look forward to have strong association with **Banasthali University....**

**Thanks & Regards :-**

**Nakul Sharma**

**Branch Manager**

Gallop & Bounce HR Services Pvt Ltd.,

II Floor , S-19, JDA Central Market,

Amrapali Circle, Vaishali Nagar,

Jaipur ( Rajasthan)

Mobile No + 91-7822802247

Ref: / /Permt

**Date: 26-April-2016**

**Ms Sheeza Zaman Rizvi**  
**Qtr no. ET-3,**  
**Armapore Estate, Kalpi Road, Kanpur-208009**

**Phone No. 8742854116**

**Subject - Offer of Appointment**

Dear **Sheeza Zaman Rizvi,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **27-April-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl: Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Sheeza Zaman Rizvi	
TITLE	Business Associate	
BAND	U2	
LOCATION	Hyderabad	
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)	
BASIC (@30% OF TOTAL FIXED PAY)	94,500	
HRA (@50% OF BASIC)	47,250	
CONVEYANCE	19,200	
BONUS / STATUTORY BONUS	24,000	
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340	
FLEXIBLE COMPONENTS OF TFP	1,18,710	
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>	
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>	
<b>ADDITIONAL BENEFITS..... (C)</b>		
GRATUITY	4,546	
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122	
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>	

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)

## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.



4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

**For Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**

Ref: / /Permt

**Date: 26-April-2016**

**Ms Surabhi Alsisaria**  
**C/o- Anand Kumar Alsisaria,**  
**New Town, Jamtara,**  
**Jharkhand, Pin-815351**

**Phone No. 08504021408**

**Subject - Offer of Appointment**

Dear **Surabhi Alsisaria,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **27-April-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Surabhi Alsisaria
TITLE	Business Associate
BAND	U2
LOCATION	Hyderabad
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@30% OF TOTAL FIXED PAY)	94,500
HRA (@50% OF BASIC)	47,250
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340
FLEXIBLE COMPONENTS OF TFP	1,18,710
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>
ADDITIONAL BENEFITS..... (C)	
GRATUITY	4,546
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)

## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**



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**RE: TalentNiti | Company Profile & JD | Campus Hiring**

16 messages

**Shringarika Kapoor** <shringarika.kapoor@talentniti.com>

Thu, Apr 21, 2016 at 10:34 AM

To: nanditamittal.mba@gmail.com, iic@banasthali.in

Cc: Vineet Arora <vineet@talentniti.com>, Gargi Pant <gargipant87@gmail.com>

Hi Nandita Ma'am,

As discussed below is the list of shortlisted candidates for internship:

1. Neeti Marwah
2. Payal Kedia
3. Pratiksha Singh
4. Srishti Garg
5. Shaily Singh
6. Shilpi Agarwal
7. Shweta Gupta
8. Sneha Tiwari
9. Urvashi Rohilla

Can we conduct Skype interviews **today, April 21<sup>st</sup> 16 from 3 -6 PM** with all the above students?

Thanks,

Shringarika Kapoor

Team TalentNiti

0120-4335812

[www.talentniti.com](http://www.talentniti.com)

**From:** Gargi Pant [<mailto:gargipant87@gmail.com>]

**Sent:** Wednesday, April 20, 2016 2:36 PM

**To:** Shringarika Kapoor <[shringarika.kapoor@talentniti.com](mailto:shringarika.kapoor@talentniti.com)>

**Subject:** Re: TalentNiti | Company Profile & JD | Campus Hiring

Dear Shringarika,

Kindly find the attached document containing the CVs of 15 students of MBA II semester who have shown their interest for summer internship in Talentniti.

Regards,

Gargi

On Wed, Apr 20, 2016 at 8:56 AM, Vineet Arora <[vineet@talentniti.com](mailto:vineet@talentniti.com)> wrote:

Hi Gargi,

Awaiting your reply regarding the joining date.

Thanks,

Vineet

---

**From:** Vineet Arora [mailto:[vineet@talentniti.com](mailto:vineet@talentniti.com)]

**Sent:** 18 April 2016 18:33

**To:** 'gargipant87@gmail.com' <[gargipant87@gmail.com](mailto:gargipant87@gmail.com)>

**Subject:** RE: TalentNiti | Company Profile & JD | Campus Hiring

Gargi,

How early can these candidates join? When are their exams getting over?

We need to put a joining date in their offer letter.

Thanks,

Vineet

---

**From:** Vineet Arora [mailto:[vineet@talentniti.com](mailto:vineet@talentniti.com)]

**Sent:** 18 April 2016 14:40

**To:** 'gargipant87@gmail.com' <[gargipant87@gmail.com](mailto:gargipant87@gmail.com)>

**Cc:** 'Shringarika Kapoor' <[shringarika.kapoor@talentniti.com](mailto:shringarika.kapoor@talentniti.com)>

**Subject:** RE: TalentNiti | Company Profile & JD | Campus Hiring

Hi Gargi,

We want to make the final offer to the following 3 candidates:

- 1) Riya Jain
- 2) Sayeeda
- 3) Jyoti Aggarwal

If any of these are not willing to accept the offer, maybe we can look at other waitlisted candidates.

Thanks,

Vineet

---

**From:** Vineet Arora [mailto:[vineet@talentniti.com](mailto:vineet@talentniti.com)]

**Sent:** 18 April 2016 10:30

**To:** 'gargipant87@gmail.com' <[gargipant87@gmail.com](mailto:gargipant87@gmail.com)>

**Cc:** 'Shringarika Kapoor' <[shringarika.kapoor@talentniti.com](mailto:shringarika.kapoor@talentniti.com)>

**Subject:** RE: TalentNiti | Company Profile & JD | Campus Hiring

Hi Gargi,

My skype id is: **[vineet\\_talentniti](#)**

Ref: / /Permt

**Date: 26-April-2016**

**Ms Trishala Rawat**  
**572 F-5 'E' TapkeshwarResidency,**  
**Tapkeshwar Road, GarhiCantt.**  
**Dehradun.**

**Phone No. 8890212535**

**Subject - Offer of Appointment**

Dear **Trishala Rawat,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **27-April-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Trishala Rawat	
TITLE	Business Associate	
BAND	U2	
LOCATION	Hyderabad	
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)	
BASIC (@30% OF TOTAL FIXED PAY)	94,500	
HRA (@50% OF BASIC)	47,250	
CONVEYANCE	19,200	
BONUS / STATUTORY BONUS	24,000	
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340	
FLEXIBLE COMPONENTS OF TFP	1,18,710	
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>	
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>	
<b>ADDITIONAL BENEFITS..... (C)</b>		
GRATUITY	4,546	
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122	
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>	

**1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

**2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20,000
Medical Reimbursement	15,000
Mobo Money (Max Rs1100 per month)	13,200
Residential Telephone Reimbursement	NA
Superannuation	NA
National Pension Scheme	NA

(Contd...)

## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

**a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20,00,000** to the beneficiary on the unfortunate death of the associate

**b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3,00,000** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2, 00,000**.

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5,00,000** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.

4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

**For Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**



## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.

Date of Joining:

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

For and on Behalf Of  
**Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**

**Signature of the Associate**

Ref: / /Permt

**Date: 26-April-2016**

**Ms Vanya Shekhar**  
**House No. 167, Sector -1**  
**Chiranjiv Vihar,**  
**Ghaziabad UP 201002**

**Phone No.09910927815**

**Subject - Offer of Appointment**

Dear **Vanya Shekhar,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Business Associate** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs 3, 59,668 INR (Rupees Three Lakhs Fifty nine thousand Six hundred and Sixty Eight only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **17-May -2016** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bijita Das** at 9:30 AM to complete the joining formalities at **Tech Mahindra LTD, TMLW Building , Plot no 35 & 36 , Hi-tech City Layout , Madhapur, Hyderabad – 500081. Ph No. : 91 40 30636363**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sneha Jhanjee** latest by **5- May-2016**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Sneha Jhanjee**(E-Mail: **SJ00422588@Techmahindra.com** )
- On boarding logistics / operations, kindly drop a mail to [Hub.Connect@techmahindra.com](mailto:Hub.Connect@techmahindra.com)  
(Please quote the Reference No. as mentioned above in emails)

**For Tech Mahindra Limited**



**Harshvendra Soin**

**Head- Global Leadership Acquisition & Development**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Vanya Shekhar
TITLE	Business Associate
BAND	U2
LOCATION	Hyderabad
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@30% OF TOTAL FIXED PAY)	94,500
HRA (@50% OF BASIC)	47,250
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	11,340
FLEXIBLE COMPONENTS OF TFP	1,18,710
<b>TOTAL FIXED PAY..... (A)</b>	<b>3,15,000</b>
<b>TOTAL VARIABLE PAY (TVP) (Per Annum) (B)</b>	<b>35,000</b>
ADDITIONAL BENEFITS..... (C)	
GRATUITY	4,546
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B)</b>	<b>3, 59,668</b>

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## Annexure - A (Contd...)

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

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6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

**For Tech Mahindra Limited**



**Harshvendra Soin**  
**Head- Global Leadership Acquisition & Development**