

**PLACEMENT RECORDS  
BVCOE & RI  
COMPUTER ENGINEERING  
A.Y 2020-21.**





Rajarshi PrasaVhams (Pati)  
Founder President

**Nashik Gramin Shikshan Prasarak Mandal's  
Brahma Valley College of Engineering  
& Research Institute**

Recognized by AICTE, New Delhi, Govt. of Maharashtra - DTE & Affiliated to Savitribai Phule Pune University, Pune  
Office: Educational Campus, Trimbak Road, Trimbak, Dist. Nashik - 422 213  
Tel.: (02594) 220031, 220066 - Telefax: (02594) 220077, Nashik - 422 213  
Nashik Office: (0259) 231, 220066 - Telefax: (02594) 220077, Nashik - 422 213  
E-mail: princel.bvce@gmail.com, 2312904  
Unipune College Code - ENGG. - 62, MBA - 1230  
www.brahmavalley.com

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2020-21	MORE SHUBHAM NANA	Computer Engineering	2020-2021	Sahney Kirkwood Pvt. Ltd. Nashik	1.44 LPA
2020-21	SHIRUDE JITENDRA DILIP	Computer Engineering	2020-2021	Sahney Kirkwood Pvt. Ltd.	1.44 LPA
2020-21	PAWAR KETAN ARUN	Computer Engineering	2020-2021	Sahney Kirkwood Pvt. Ltd.	1.44 LPA
2020-21	MADAKE SANDIP RAJENDRA	Computer Engineering	2020-2021	Sahney Kirkwood Pvt. Ltd.	1.44 LPA
2020-21	PATIL VISHAL SURESH	Computer Engineering	2020-2021	Sahney Kirkwood Pvt. Ltd.	1.44 LPA
2020-21	JADHAV HARSHAD LALU	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	SONALI SUBHASH SANGLE	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	GAJE ONKAR KAILAS	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	RAJEEV SHIVNARAYAN KAREER	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	BADGUJAR JAYESH SANJAY	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	DNYANESHVARI DIPAK AHIRE	Computer Engineering	2020-2021	Intellect, Mumbai	3.5 LPA
2020-21	MEDHE GEETA GANGARAM	Computer Engineering	2020-2021	Dreamwares	1.9 LPA
2020-21	NATHE KOMAL RAMESHWAR	Computer Engineering	2020-2021	Accelvis	3.70 LPA
2020-21	RAUT GAYATRI JITENDRA	Computer Engineering	2020-2021	Accelvis	3.70 LPA
2020-21	UGALE SAKSHI JAGDISH	Computer Engineering	2020-2021	Accelvis	3.70 LPA







Sahney Kirkwood Pvt. Ltd.  
E 81 MIDC Ambad  
Nashik 422 010  
INDIA

Telephone 91 253 238 2345  
Fax 91 253 238 2574  
Email insulation@sahney.com  
www.sahney.com  
CIN: U32109MH1966PTC013516

Date: 2<sup>nd</sup> Sept 2021

**PRIVATE & CONFIDENTIAL**

Dear Mr. Patil Vishal Suresh

Welcome to Sahney Kirkwood Pvt. Ltd.

I am pleased to offer you employment in the position of **Asst. Executive** with Sahney Kirkwood Pvt. Ltd.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as Asst. Executive will commence on 2<sup>nd</sup> Sept 2019

As Asst. Executive, you will be entitled to a monthly starting remuneration of Rs 12,000/- (Rupees Twelve Thousand only) which indicates cost to company. You will be on retainership basis. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Sahney Kirkwood Pvt. Ltd. is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

You shall receive your payment before 5th of every month. Leave and other company policies are available. These policies are reviewed and posted at our website from time to time by the management of Sahney Kirkwood Pvt. Ltd. for your benefit.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining Sahney Kirkwood Pvt. Ltd. on the given date.

I am looking forward to working with you.

Sincerely,

HR Manager

HR Dept

Sahney Kirkwood Pvt. Ltd.



Registered Office:  
Sahney Kirkwood Pvt. Ltd.  
27 Kiroi Vidyavihar (W)  
Mumbai 400 086  
INDIA

Telephone 91 22 2511 5933-36  
91 22 6799 1422  
Fax 91 22 6703 1188/2510 6092



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Date: 2<sup>nd</sup> Sept 2021

**PRIVATE & CONFIDENTIAL**

Dear Mr. Madake Sandip Rajendra

Welcome to Sahney Kirkwood Pvt. Ltd.

I am pleased to offer you employment in the position of **Asst. Executive** with Sahney Kirkwood Pvt. Ltd.

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HR Dept

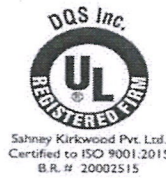
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Date: 2<sup>nd</sup> Sept 2021

**PRIVATE & CONFIDENTIAL**

Dear Mr. Pawar Ketan Arun

Welcome to Sahney Kirkwood Pvt. Ltd.

I am pleased to offer you employment in the position of **Asst. Executive** with Sahney Kirkwood Pvt. Ltd.

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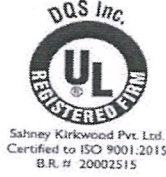
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Date: 2<sup>nd</sup> Sept 2021

**PRIVATE & CONFIDENTIAL**

Dear Mr. Shirude Jitendra Dilip

Welcome to Sahney Kirkwood Pvt. Ltd.

I am pleased to offer you employment in the position of **Asst. Executive** with Sahney Kirkwood Pvt. Ltd.

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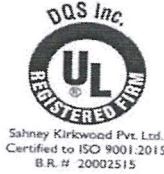
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Date: 2<sup>nd</sup> Sept 2021

**PRIVATE & CONFIDENTIAL**

Dear Mr. More Shubham Nana

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24<sup>th</sup> August 2021

To,

Ms. Ugale Sakshi Jagdish

**Subject : Offer Cum Appointment Letter for the post of Web Developer**

Dear Sakshi,

With reference to our meeting and the subsequent interaction you had with us, we are pleased to offer your employment in Acclivis Technologies private Limited, Pune under the following terms and conditions: (This letter also confirms your appointment in Acclivis)

1. You will be designated as as **Web Developer**.
2. You will operate from our Pune office.
3. Your employment starts from 24<sup>th</sup> August, 2021.
4. Your cost to company would be as follows:  
**CTC of Rs. 3,70,000 (Three lac seventy thousand only) and the detailed break-up of the same is attached along with offer letter.**
5. You and your family (Self +Spouse+ 2 Children) would be covered under health insurance scheme for sum insured of INR 3 lacs. 25% of the premium would contribute from your salary.
6. You will be on probation for 6 months from the date of joining. The company may in its sole discretion extend your probation period based on your performance or other factors as the company may deem fit.
7. If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you shall be liable to removal from your employment, without any notice and without any compensation. Also, any of your action which is not in interest of the company or client would also lead to removal from employment without any compensation.
8. Upon joining the company you are required to execute a non-compete and confidentiality undertaking which along with this offer of appointment, will govern the terms of your employment with the company.
9. Your service can be terminated by either side by giving 30 days' notice or payment of 30 days salary in lieu thereof during probation period and 3 months' notice or payment of 3 months' salary in lieu thereof after probation period.
10. Absence for a continued period of 5 days (including absence when leave though applied for but not granted (and when over-stayed for a period of 5 days) would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. While working with client, your leave calendar would be same as that of client.
11. As part of the joining process, you are required to submit copies of all your educational certificates, experience and relieving letters of your previous employments, latest salary slips / certificates of your last s Employment, copy of your residential address, copy of your photo identity and two passport size photographs.





24<sup>th</sup> August 2021

To,

Ms. Nathe Komal Rameshwar

**Subject : Offer Cum Appointment Letter for the post of Web Developer**

Dear Komal,

With reference to our meeting and the subsequent interaction you had with us, we are pleased to offer your employment in Acclivis Technologies private Limited, Pune under the following terms and conditions: (This letter also confirms your appointment in Acclivis)

1. You will be designated as as **Web Developer**.

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24<sup>th</sup> August 2021

To,

Ms. Raut Gayatri Jitendra

**Subject : Offer Cum Appointment Letter for the post of Web Developer**

Dear Gayatri,

With reference to our meeting and the subsequent interaction you had with us, we are pleased to offer your employment in Acclivis Technologies private Limited, Pune under the following terms and conditions: (This letter also confirms your appointment in Acclivis)

1. You will be designated as as **Web Developer**.
2. You will operate from our Pune office.
3. Your employment starts from 24<sup>th</sup> August, 2021.
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24<sup>th</sup> August 2021

To,

Ms. Medhe Geeta Gangaram

**Subject : Offer Cum Appointment Letter for the post of Web Developer**

Dear Geeta,

With reference to our meeting and the subsequent interaction you had with us, we are pleased to offer your employment in Acclivis Technologies private Limited, Pune under the following terms and conditions: (This letter also confirms your appointment in Acclivis)

1. You will be designated as as **Web Developer**.
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**Date: 05/07/2021**

**Mr. Dnyaneshvari Dipak Ahire**  
Flat no:09 Raj-Ram Housing Society,  
Nashik Road, Nashik 422101

**Offer Letter**

Dear **Dipak**,

**Congratulations!** Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a position of **Salesforce Developer** with Dreamwares.

Your CTC will be **Rs. 1,90,320** /- per annum. To know your salary structure, please refer to Annexure A2.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment. Your employment will be governed by the rules, regulations and policies of the Company. You are also required to agree to the special terms and conditions as described in Annexure – A1.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We would request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Dreamwares. We wish you a long, rewarding and fulfilling career with us.

Yours Sincerely,

Abhishek A Agrawal

**Abhishek A Agrawal**

Partner, Dreamwares IT Solutions LLP

Encl.: Annexure to the offer (as applicable to you).

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

Dnyaneshvari Dipak Ahire

Your name in capital letters

Your Signature

09-07-21

Date:

Nashik

Location:



**Annexure – A1**

**Agreement**

This agreement is made and effective from **05.07. 2021**,  
**Between** (the “Employee”) **Mr. Dnyaneshvari Dipak Ahire** an individual with **his address at Flat no:09 Raj-Ram Housing Society, Nashik Road, Nashik 422101** **And** (the “Company”) **Dreamwares IT Solutions LLP**, a corporation with its head office located at 3rd Floor, Anand Mall, Jail Road, Nasik Road, Pin - 422101.

The Company has selected the Employee for the position of **Salesforce Developer** which would initially involve extensive training for imparting the required level of skills for effectively carrying out the official responsibilities assigned to the Employee. THEREFORE, it is desirous for the Company to enter into an agreement of employment with the Employee.

**NOW THIS AGREEMENT WITNESSETH AS BELOW**

1. The Company will provide you extensive training during the first three months of your employment and expects you to return the investment made on this training in the form of personal value addition to the Company. The training materials provided to you are property of the Company and confidential information.
2. When you sign this agreement, you commit to stay with the Company for a minimum period of 2 years, unless your services are terminated by Dreamwares.
3. If there are unavoidable circumstances, due to which you are forced to leave the Company and if the Company agrees to relieve you (the company reserves to right not to release you) before completing your two years, then you commit to pay a minimum amount of Rs. 100,000 (Hundred Thousand Rupees), which is the cost of your training, in lieu of early disassociation with the company.
4. In case the Company is not ready to release you or you do not pay this amount and still decide to leave, then in such case the Company shall not issue - Service Certificate, Relieving letter and other such documents and at the same time all your existing dues with the Company if any, shall not be cleared by the Company.
5. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving order from the Company & at the same time the Company has full right to initiate appropriate legal proceeding against the Employee.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

COMPANY:

EMPLOYEE:

Sign: Abhishek A Agrawal

Sign: \_\_\_\_\_

Abhishek A Agrawal  
Partner, Dreamwares IT Solutions LLP

Date: 09-07-21

Date: 09-07-21





## TERMS & CONDITIONS

### 1. DATE OF JOINING

The date of your joining would be **5th July, 2021**. You are required to join not later to **12th July, 2021**.

### 2. COMPENSATION

As explained in the enclosed Annexure A2.

### 3. LOCATION

Your place of work shall be Nasik. However you will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the company or subsidiary, associate or affiliate or client of the company. In such a case you will be governed by the terms and conditions of service applicable to the new assignment.

### 4. PROBATIONARY PERIOD

You will be on probation for a period of six months from the date of your appointment. Confirmation in the service will be subject to satisfactory performance during the probation period. During this period you shall have no right to terminate your employment as the company would have spent considerable effort (time and money) to train you for the job. However, the company can terminate your job if it is found during the probation period that your performance is not satisfactory. The company shall enter into an agreement with you for the same at time of your joining

### 5. LEAVES

You shall be entitled to total 15 working days of leave per year. This would mean 1.25 leaves will be added to every employee's leave account at the end of each month and you cannot take more than 4 paid leaves in a quarter. Also if you want to take more than three days leave you should inform us a month in advance. The entitlement shall be as per the existing company rules applicable to your category of employees and location of posting, subject to change from time to time.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Leaves	4	4	4	3	15

### 6. RETIREMENT AGE

The retirement age is fifty-eight years.

### 7. JOINING FORMALITIES

On joining, you are required to bring originals of your school leaving certificate for proof of date of birth as well as degree certificates / course completion certificates and submit self-attested photocopies of the same.





## 8. ALTERNATIVE EMPLOYMENT

During your term of employment with us, you are not allowed to be employed by any other company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business. You agree not to undertake employment, whether full-time or part-time as a Director/ Partner/ Member/ Employee of any organization or entity engaged in any form of business activity without the consent of Dreamwares. The consent may be given subject to any terms and conditions that the Company may think fit or may be withdrawn at any time at the discretion of the Company.

## 9. PAST RECORD

If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice.

## 10. NON COMPETE/ NON DISCLOSURE/ NON SOLICITATION AGREEMENT

Please refer Annexure A2.

## 11. INTELLECTUAL PROPERTY RIGHTS

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

## 12. NOTICE PERIOD

On confirmation as an employee, you will be required to give a three months' notice. In case you need to leave our services earlier, the Company at its sole discretion may agree to release you earlier. In that case the minimum period to be served will be decided by the Company and you will have to compensate by paying Salary (Basic+Allowances) of the unserved notice period to Company. However, the Company may terminate your services immediately on disciplinary or performance grounds.

## 13. MATERNITY BENEFIT

To be eligible for maternity benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days in the past 12 months whereas if the employee has resigned or serving notice period then the employee won't be eligible for maternity benefit. Payment during the leave period is based on the average daily wage for the period of actual absence. The duration of paid maternity leave available for women employees is 26 weeks, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery). Before going on maternity leave the employee will have to submit a Doctor's report on expected delivery date. This benefit is only applicable to the employees who has not resigned and is not on notice period. Employees covered under ESIC will be getting benefits under ESIC.



Annexure – A2

SALARY BREAK-UP (CTC – Rs. 1,90,320/-)		
Particulars	Per Month (Rs.)	Per Annum (Rs.)
Basic	9810	117720
Dearness Allowance	5257	63084
House Rent Allowance	793	9516
<b>Gross Amount</b>	15860	190320
Deductions:		
ESIC	119	1428
Professional Tax	200	2500
MLWF	2	24
<b>Net Amount Payable</b>	15539	186368





**Annexure – A3**

**EMPLOYEE NON-DISCLOSURE AGREEMENT And Miscellaneous Rules**

This Employee Non-Disclosure Agreement (the "Agreement") is made and is effective from **05.07.2021**,  
BETWEEN: **Dnyaneshvari Dipak Ahire** an individual with her address at, **Flat no:09 Raj-Ram Housing  
Society, Nashik Road, Nashik 422101 .**

AND: Dreamwares IT Solutions LLP (the "Company"), a corporation with its head office located at  
3rd Floor, Anand Mall, Jail Road, Nasik Road, Pin-422101.

In consideration of employment by company and disclosure of confidential and trade secret information by  
company, the undersigned Employee hereby agrees as follows:

**1. Confidentiality**

As used in this Agreement, "Confidential Information" refers to any information which has commercial value and is either (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, or (ii) non-technical information relating to Company's products or services, including without limitation, pricing, margins, merchandising plans and strategies, finances, financial and accounting data and information, suppliers, clients, client lists, purchasing data, sales and marketing plans, future business plans and any other information which is proprietary and confidential to Company.

**2. Nondisclosure and Non-use Obligations**

Employee will maintain in confidence and will not disclose, disseminate or use any Confidential Information belonging to Company, whether or not in written form. Employee acknowledges that during the course of his/her employment, he will be exposed to valuable confidential information of the company and therefore agrees to treat all such information as confidential and take necessary precautions against disclosure of such information to third parties during and after the term of this agreement.

**3. Non-Competition Obligation**

In consideration of the above, you agree that for a period of two years following the termination of your employment with Dreamwares for any reason, you will not accept any offer of employment from or engage in any activity associated with, directly or indirectly, any company / or any other organization, which has:

- a. been a client/customer of Dreamwares IT Solutions LLP and you have worked in a professional capacity with that customer during your employment with Dreamwares.
- b. a product similar to a product of Dreamwares, if you have been involved with that product of Dreamwares in any manner.

**4. Survival**

This Agreement shall govern all communications between the parties. Employee understands his/her obligations under Paragraph 2 and 3 ("Nondisclosure and Nonuse Obligations" and "Non-Competition Obligations") shall survive the termination of any other relationship between the parties. Upon termination of any relationship between the parties, the Employee will promptly deliver to Company, without retaining any copies, all documents and other materials furnished to him/her by the Company.





**5. Governing Law**

This Agreement shall be governed in all respects by the laws of the state of Maharashtra. Any disputes will be resolved under the jurisdiction of Nashik.

**6. Indemnification**

In addition to any other remedies available to the Disclosing Party, the Recipient shall indemnify the Disclosing Party against any losses and liabilities arising out of disclosure or unauthorized use of any Confidential Information by the Recipient or any of its Representatives.

**7. Binding Agreement**

This Agreement shall be binding upon and is for the benefit of the parties, successors, and personal representatives.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

COMPANY:

EMPLOYEE:

Sign: Abhishek A Agrawal

Sign: \_\_\_\_\_

Abhishek A Agrawal

Partner, Dreamwares IT Solutions LLP

Date: 09-07-21

Date: 09-07-21





Completed Document Audit Report  
Completed with Docsketch.com

Title: Dnynaneshvari Dipak Ahire  
( Offer Letter )





Document ID: 6946688d-6748-4d65-b256-00d8c16024d9

### Files

Rakesh Bacchav ( Offer Letter ).pdf

Jul 06, 2021 08:37:35 UTC

### Activity

 <b>Abhishek A Agrawal</b> IP: 117.195.61.28	created the document	Jul 06, 2021 08:38:00 UTC
 <b>Abhishek A Agrawal</b> IP: 117.195.61.28	sent the document to abhishek@dreamwares.com	Jul 06, 2021 08:38:22 UTC
 <b>Abhishek A Agrawal</b> IP: 42.108.249.232	first viewed the document	Jul 07, 2021 05:32:40 UTC
 <b>Abhishek A Agrawal</b> IP: 42.108.249.232	signed the document	Jul 07, 2021 05:32:51 UTC





Date: 27-Aug-21

Badgujar Jayesh Sanjay  
Mumbai, Maharashtra

**Sub: Your Offer of Employment in Intellect**

Dear Badgujar Jayesh Sanjay

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. ("Intellect" or the "Company") as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Vishesh Gupta, Manager**. You will operate out of our office located at **Mumbai**.

This offer is valid till **27-Aug-21** and we prefer you to join us on **27-Aug-21**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/onsite.

\_\_\_\_\_  
(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Sruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
www.intellectdesign.com



## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum.

The compensation package consists of:

- CM1. Fixed CTC**
- CM2. Position Linked Benefits**
- CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

## 3. Employment Terms:

**A. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.







**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients.

**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration. Your employment with Intellect Design Arena Ltd shall be considered null and void if you are not able to produce certificate of successful completion of your graduation & post graduation without any pending arrears by 25<sup>th</sup> Aug 2021.

**H. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**I. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**J. Training Agreement:** You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

**K. Technical Assessment Test:**

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

**L. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.



## 5. Transfer of Associate

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 6. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 7. Associate Representation:

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

## 8. Notice Period & Termination:

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

## 9. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents,





utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

#### 10. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 13. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.





**14. Superannuation**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.,**

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



### Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
CM1.1	Salary	Rs.286,786/-
CM1.1.1	Basic Salary	Rs.108,000/-
CM1.1.2	House Rent Allowance (HRA)	Rs.54,000/-
CM1.1.3	Special Allowance	Rs.107,986/-
CM1.1.4	Other Allowance	Rs.16,800/-
CM1.1.4.1	Conveyance	Rs.0/-
CM1.1.4.2	Medical Reimbursement	Rs.0/-
CM1.1.4.3	Special allowance – Bonus	Rs.16,800/-
CM1.2	Retirals	Rs.32,195/-
CM1.2.1	Provident Fund	Rs.21,600/-
CM1.2.2	Gratuity	Rs.5,195/-
CM1.2.3	Superannuation	Rs.5,400/-
CM1	Fixed CTC ( CM1.1 + CM1.2 )	Rs.318,981/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
CM2.2.1	Telephone Reimbursement	Rs.0/-
CM2.3	Protect Life	
CM2.3.1	Health Insurance Premium	Rs.5,400/-
CM2.3.2	Personal Accident Premium	Rs.100/-
CM2.4	Leave Travel Allowance	
CM2.4.1	Leave Travel Allowance	Rs.0/-
CM2.5	Additional Allowance	
CM2.5.1	Additional Allowance	Rs.0/-
CM2	Position Linked Benefits	Rs.5,500/-
CM3	Variable Pay (APDP)	(In Rs. p.a.)
CM3.1.1	Individual PDP	Rs.20,414/-
CM3.1.2	Team PDP	Rs.2,552/-
CM3.1.3	Organization PDP	Rs.2,552/-
CM3	APDP	Rs.25,518/-

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.





LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (\*\*Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)



Date: 27-Aug-21

Rajeev Shivnarayan Kareer  
Mumbai, Maharashtra

**Sub: Your Offer of Employment in Intellect**

Dear Rajeev Shivnarayan Kareer

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. ("Intellect" or the "Company") as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Vishesh Gupta, Manager**. You will operate out of our office located at **Mumbai**.

This offer is valid till **27-Aug-21** and we prefer you to join us on **27-Aug-21**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/onsite.

\_\_\_\_\_  
(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
www.intellectdesign.com





## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum.

The compensation package consists of:

**CM1. Fixed CTC**

**CM2. Position Linked Benefits**

**CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

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**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.





**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients.

**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration. Your employment with Intellect Design Arena Ltd shall be considered null and void if you are not able to produce certificate of successful completion of your graduation & post graduation without any pending arrears by 25<sup>th</sup> Aug 2021.

**H. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**I. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**J. Training Agreement:** You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

**K. Technical Assessment Test:**

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

**L. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.







## 5. Transfer of Associate

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 6. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 7. Associate Representation:

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

## 8. Notice Period & Termination:

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

## 9. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents,



utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

#### 10. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 13. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.







#### 14. Superannuation

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.**,

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



### Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
CM1.1	Salary	Rs.286,786/-
CM1.1.1	Basic Salary	Rs.108,000/-
CM1.1.2	House Rent Allowance (HRA)	Rs.54,000/-
CM1.1.3	Special Allowance	Rs.107,986/-
CM1.1.4	Other Allowance	Rs.16,800/-
CM1.1.4.1	Conveyance	Rs.0/-
CM1.1.4.2	Medical Reimbursement	Rs.0/-
CM1.1.4.3	Special allowance – Bonus	Rs.16,800/-
CM1.2	Retirals	Rs.32,195/-
CM1.2.1	Provident Fund	Rs.21,600/-
CM1.2.2	Gratuity	Rs.5,195/-
CM1.2.3	Superannuation	Rs.5,400/-
CM1	Fixed CTC ( CM1.1 + CM1.2 )	Rs.318,981/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
CM2.2.1	Telephone Reimbursement	Rs.0/-
CM2.3	Protect Life	
CM2.3.1	Health Insurance Premium	Rs.5,400/-
CM2.3.2	Personal Accident Premium	Rs.100/-
CM2.4	Leave Travel Allowance	
CM2.4.1	Leave Travel Allowance	Rs.0/-
CM2.5	Additional Allowance	
CM2.5.1	Additional Allowance	Rs.0/-
CM2	Position Linked Benefits	Rs.5,500/-
CM3	Variable Pay (APDP)	(In Rs. p.a.)
CM3.1.1	Individual PDP	Rs.20,414/-
CM3.1.2	Team PDP	Rs.2,552/-
CM3.1.3	Organization PDP	Rs.2,552/-
CM3	APDP	Rs.25,518/-

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.







LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (\*\*Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)



Date: 27-Aug-21

Gaje Onkar Kailas  
Mumbai, Maharashtra

**Sub: Your Offer of Employment in Intellect**

Dear Gaje Onkar Kailas

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. ("Intellect" or the "Company") as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Vishesh Gupta, Manager**. You will operate out of our office located at **Mumbai**.

This offer is valid till **27-Aug-21** and we prefer you to join us on **27-Aug-21**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/onsite.

\_\_\_\_\_  
(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
www.intellectdesign.com





## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum.

The compensation package consists of:

**CM1. Fixed CTC**

**CM2. Position Linked Benefits**

**CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

## 3. Employment Terms:

**A. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.





**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients.

**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration. Your employment with Intellect Design Arena Ltd shall be considered null and void if you are not able to produce certificate of successful completion of your graduation & post graduation without any pending arrears by 25<sup>th</sup> Aug 2021.

**H. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**I. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**J. Training Agreement:** You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

**K. Technical Assessment Test:**

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

**L. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.







## 5. Transfer of Associate

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 6. Medical Fitness

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## 8. Notice Period & Termination:

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

## 9. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents,



utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

#### 10. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 13. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.







**14. Superannuation**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.**,

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



\_\_\_\_\_  
(Signature of Associate)

### Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
CM1.1	Salary	Rs.286,786/-
CM1.1.1	Basic Salary	Rs.108,000/-
CM1.1.2	House Rent Allowance (HRA)	Rs.54,000/-
CM1.1.3	Special Allowance	Rs.107,986/-
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CM1	Fixed CTC ( CM1.1 + CM1.2 )	Rs.318,981/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
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CM2.3	Protect Life	
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\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.







LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (\*\*Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)



Date: 27-Aug-21

Jadhav Harshad Lalu  
Mumbai, Maharashtra

**Sub: Your Offer of Employment in Intellect**

Dear Jadhav Harshad Lalu

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. (“Intellect” or the “Company”) as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Vishesh Gupta, Manager**. You will operate out of our office located at **Mumbai**.

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**Terms and conditions:**

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\_\_\_\_\_  
(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
www.intellectdesign.com





## 2. Compensation & Benefits:

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**CM1. Fixed CTC**

**CM2. Position Linked Benefits**

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**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.





**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients.

**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration. Your employment with Intellect Design Arena Ltd shall be considered null and void if you are not able to produce certificate of successful completion of your graduation & post graduation without any pending arrears by 25<sup>th</sup> Aug 2021.

**H. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**I. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**J. Training Agreement:** You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

**K. Technical Assessment Test:**

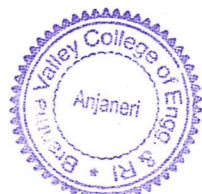
Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

**L. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.







## 5. Transfer of Associate

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 6. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 7. Associate Representation:

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

## 8. Notice Period & Termination:

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

## 9. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents,



utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

#### 10. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 13. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.







**14. Superannuation**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.,**

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



\_\_\_\_\_  
(Signature of Associate)

### Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
CM1.1	Salary	Rs.286,786/-
CM1.1.1	Basic Salary	Rs.108,000/-
CM1.1.2	House Rent Allowance (HRA)	Rs.54,000/-
CM1.1.3	Special Allowance	Rs.107,986/-
CM1.1.4	Other Allowance	Rs.16,800/-
CM1.1.4.1	Conveyance	Rs.0/-
CM1.1.4.2	Medical Reimbursement	Rs.0/-
CM1.1.4.3	Special allowance – Bonus	Rs.16,800/-
CM1.2	Retirals	Rs.32,195/-
CM1.2.1	Provident Fund	Rs.21,600/-
CM1.2.2	Gratuity	Rs.5,195/-
CM1.2.3	Superannuation	Rs.5,400/-
CM1	Fixed CTC ( CM1.1 + CM1.2 )	Rs.318,981/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
CM2.2.1	Telephone Reimbursement	Rs.0/-
CM2.3	Protect Life	
CM2.3.1	Health Insurance Premium	Rs.5,400/-
CM2.3.2	Personal Accident Premium	Rs.100/-
CM2.4	Leave Travel Allowance	
CM2.4.1	Leave Travel Allowance	Rs.0/-
CM2.5	Additional Allowance	
CM2.5.1	Additional Allowance	Rs.0/-
CM2	Position Linked Benefits	Rs.5,500/-
CM3	Variable Pay (APDP)	(In Rs. p.a.)
CM3.1.1	Individual PDP	Rs.20,414/-
CM3.1.2	Team PDP	Rs.2,552/-
CM3.1.3	Organization PDP	Rs.2,552/-
CM3	APDP	Rs.25,518/-

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.





LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (\*\*Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)



Date: 27-Aug-21

Sonali Subhash Sangle  
Mumbai, Maharashtra

**Sub: Your Offer of Employment in Intellect**

Dear Sonali Subhash Sangle

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. (“Intellect” or the “Company”) as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Vishesh Gupta, Manager**. You will operate out of our office located at **Mumbai**.

This offer is valid till **27-Aug-21** and we prefer you to join us on **27-Aug-21**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client’s working hours and holidays while on deputation to client’s site in India/onsite.

\_\_\_\_\_  
(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Sriruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
www.intellectdesign.com





## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum.

The compensation package consists of:

- CM1. Fixed CTC**
- CM2. Position Linked Benefits**
- CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

## 3. Employment Terms:

**A. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.





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**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration. Your employment with Intellect Design Arena Ltd shall be considered null and void if you are not able to produce certificate of successful completion of your graduation & post graduation without any pending arrears by 25<sup>th</sup> Aug 2021.

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- c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

**L. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

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Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

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utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

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- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

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**14. Superannuation**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.**,

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



\_\_\_\_\_  
(Signature of Associate)

### Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
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CM1.1.1	Basic Salary	Rs.108,000/-
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CM1.2.3	Superannuation	Rs.5,400/-
CM1	Fixed CTC ( CM1.1 + CM1.2 )	Rs.318,981/-

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CM3.1.1	Individual PDP	Rs.20,414/-
CM3.1.2	Team PDP	Rs.2,552/-
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CM3	APDP	Rs.25,518/-

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.







LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (\*\*Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)

