





27 February 2018
MORE NEHA KALU
Nashik

Dear, MORE NEHA KALU

We are pleased to offer you the position of Engineer - Backhaul Planning & Optimization at B2-1 band and your base location will be Mumbai. Your annualized compensation package will be INR 360,000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	100800
Annual Allowances	206,256
Retirals (PF + Gratuity)	16944
Annual Bonus Plan	36000

Your appointment will be effective on your joining date i.e. 09 July 2018. Please contact your recruiter immediately in case there is any alteration in the joining date. The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

- **Mandatory Requirements:** This offer is valid for 5 days from the date of this letter ('Offer Period'). It would automatically stand withdrawn in absence of completion of the following within the Offer Period:
 1. Your submission of a digital signed copy of this letter towards an acceptance of this offer letter on DocuSign;
 2. Your completion of the onboarding formalities on 'Red Carpet' onboarding portal.
- Your point of contact for any recruitment related queries will be "Siraj Shaikh". You can drop an e-mail at "Siraj.Shaikh@tatacommunications.com".
- This offer of appointment is conditional and subject to conditions being met as per terms of this offer letter which include positive clearance of background and reference check in respect of your past employment and educational information provided by you.

Onboarding Process – As part of your joining activity you need to complete 2 days of Induction Program You will be getting Induction invite from Global Onboarding team with the schedule details

We take this opportunity to welcome you to Tata Communications Limited and invite you to participate in the enriching experience of building a world-class organization.

TATA COMMUNICATIONS

Tata Communications Limited

Pune - Alandi Road, Dighi, Pune 411 015 India. Tel : +9120 6614 3000

Regd. Office : VSB, Mahatma Gandhi Road, Fort, Mumbai 400 001 India. CIN : L64200MH1986PLC039266

Tel : +91 22 6657 8765 Fax : +91 22 6639 5162 Website : www.tatacommunications.com




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Annexure I

Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations, job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.
 2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.
 3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth & gender) to match with earlier UAN. In case this is your first employment and / or you do not possess a valid Aadhar card, you must enroll for getting the Aadhar card immediately and provide the enrollment number, date and time (as mentioned in acknowledgement receipt through Unique Identification Authority of India (UIDAI)) on or before the date of joining. Please ensure that Aadhar card details are provided to the Tata Communications HR team on receipt of your Aadhar card.
 4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.
 5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.
 6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.
- For the purposes of this offer letter, "Confidential Information" includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.




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7. Your appointment for this position is on the basis of information shared by you during the selection process. Your employment is subject to the reference check and background verification reports being positive to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company's satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

8. On your joining you will be handed over a copy of the Company's Code of Conduct ("Code") and you will be required to sign your acceptance of the same.

9. (a) The Company may terminate this appointment by giving you one month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three months' notice; or basic salary in lieu of the said notice period.

(b) You may terminate this appointment by giving one month's notice or basic monthly salary (along with the service tax (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three months' notice or basic salary in lieu of the short fall in notice period, along with the service tax, as applicable thereon, provided you have served at least 2 months' notice in case of the latter;

Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

10. Other Benefits:

Group Mediciam Policy: An employee would be covered under group Mediciam policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Company will provide parental coverage at a subsidized rate for each parent.

Meal Coupons: Employees are entitled to an additional benefit of INR 24,000 per annum in the form of Sodexo meal coupons over and above annual compensation.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws) Flexible compensation can be allocated under the following heads:




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- Children's Education and Hostel Expenses
- Domiciliary Medical Expenses
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.
- Conveyance Allowance

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th - 10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

Annual Bonus Plan/Sales Incentive Plan/Sales Related Bonus Plan: You will be entitled for Annual Bonus/Sales Incentive Plan/Sales Related Bonus Plan, as applicable. The eligibility and other guidelines as per the plan will apply to you. The applicability of a plan may change with any change in your role in the Company. You will have access to the plan document after your joining.

Depending upon the applicable plan, the actual amount payable may vary, based on your performance and other parameters. This amount includes the bonus payable under the provisions of the Payment of Bonus Act, 1965, as amended, wherever applicable.

You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time.

You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

Relocation: In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement




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11. Intellectual Property

11.1 You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the "Inventions") conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.

11.2 You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 10.1.

11.3 In respect of the fulfilment of the obligations or any other activity in connection with the transfer of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

11.4 Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

11.5 You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

12. Taxation

It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

13. Governing Law and Jurisdiction

This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai, India.

Yours Sincerely,

DocuSigned by:
Ashish Mediratta
4620C661EA37419...

Ashish Mediratta, Associate Vice President – HR

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: _____

Date: _____




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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

Reporting time at Pune office on the day of On Boarding will be 9:00 AM

The Onboarding Process and Induction Programme will take place at Renaissance, Corporate Training Centre, Tata Communications Ltd., Alandi Road, Dighi, Pune – 411 015. Contact No: 020 66153400. Please find attached an Invitation letter from Renaissance and a guide map to reach the venue.

You are required to reach Pune on the previous Sunday evening / night and you can plan your return from Pune on Tuesday evening any time after 6pm. However, if your base location of employment as mentioned on cover page of the offer letter is Pune then you need to directly report on Monday morning at above mentioned venue and time. You are required to arrange for your travel from your current location to Pune and thereafter to your reporting location. You will be reimbursed the cost of the travel at actuals (either IIAC Train Fare or Economy Class Air Fare) subject to submission of tickets.

As a part of the joining formalities, you will be required to complete a set of documentation for various purposes, including those related to a formal verification of educational and employment background which is being done by an independent external agency empanelled for this purpose.

Please ensure to carry the following documents (originals & one set of clear photocopies) with you for submission on your date of joining:

- 1) Copy of offer letter duly signed by employee on each page
- 2) Resignation acceptance / Relieving letter from 2 previous Employers (Email resignation acceptance shall not be acceptable)
- 3) Age Proof (PAN Card or Birth Certificate or Xth Standard Certificate)
- 4) 2 Copies of PAN Card & Aadhar Card (Mandatory)
- 5) Passport copy (if available)
- 6) 3 passport size color photographs (White background only)
- 7) Photo copy of cheque (For those with existing account in ICICI, AXIS & HDFC bank)
- 8) Graduation & Post Graduation (Final year mark sheet/s & Degree Certificate)
- 9) Diploma course/s (if any) (Final year mark sheet/s & Diploma Certificate)
- 10) Professional Certifications (Issued by respective Institute)

We have tied up with HDFC Bank, ICICI Bank & AXIS Bank for direct credit of salaries. In-case you do not already have an account in any of them you will be provided necessary assistance for the same. You must carry an additional passport size photograph and proof of address and identity which may be required to be submitted to the bank.

Best Regards,
Onboarding Team




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Bring Your Own Device (Laptop)

As an employee of Tata Communications, you are privileged to enroll for BYOD Laptop scheme on day 1 of your joining. As per the provisions in the BYOD policy, you can bring your own laptop and use the same for delivering your duties at/for Tata Communications. If you opt for BYOD, you will be entitled for cost reimbursement benefits of up to Rs. 50,000/- (Rupees Fifty thousand only) once in a span of 3 years. You can also bring your preowned laptop and enroll the same under BYOD scheme to get cost reimbursement benefits as mentioned in the table below:

Age of Laptop	Eligible for BYOD enrollment	Eligible for Cost Reimbursement?	% Entitlement
<30 Days	Yes	Yes	100% of entitlement or Invoice Value (whichever is lower)
>30 days; <=1 Year	Yes	Yes	66% of entitlement or Invoice Value (whichever is lower)
>1 Year; <=2 Years	Yes	Yes	33% of entitlement or Invoice Value (whichever is lower)
>2 Years; <=3 Years	Yes	No	NA
>3 Years	Yes	No	NA


Minimum specifications of Laptop for BYOD cost Reimbursement benefits are:

HDD: Min 128 GB or higher – recommended 256 GB HDD
RAM: Min 8 GB or higher
CPU: Min dual core 1.5 GH processor or better – recommended Intel i5/i7 5th Gen
Network/WiFi: Dual-band (MIMO 2 x 2), with 802.11ac
Supported O/S: Windows 7.X/MAC X or later versions – Unix/Linux/Solaris are not supported
Hardware Warranty: Minimum 1 years warranty – recommended 3 year warranty
Note:

1. Company provides all necessary software and software support to BYOD users that are required to carry day to day business related activities (e.g. MS Lync, O365 subscription, email account, 1 TB of cloud storage, access to intranet applications and tools).
2. BYOD users are responsible for hardware support/maintenance of their laptop. We recommend to purchase the laptop with required warranty/support package from the sellers to ensure timely support & services in the event of breakdown
3. Support for non Tata Communications applications is provided on best effort basis
4. BYOD users are responsible for procurement and up-keeping of operating system and antivirus software on their laptop to ensure compliance with IT Security policies

In case of any query about BYOD policy, you can write an email to etac@tatacommunications.com




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Welcome Note Renaissance

Dear Participant,

Welcome to the Renaissance!

On behalf of the entire team, I am pleased to welcome you to 'Renaissance', the Corporate Training Center of Tata Communications Limited, located amidst the scenic beauty of the Pune City. This city, Pune, derives its name from Punya Nagari, or the city of virtuous deeds.

'Pune' has a reputation for its numerous esteemed colleges and educational institutions. For this reason it is called the Oxford of the East or 'Oxford of India'

What better place than 'Pune' for Renaissance. Our Training Centre is equipped with state-of-the-art classes and a serene environment to give you a truly 'learning' experience.

We have attached a detailed Renaissance guide which will help you understand about Catering, Room facilities, Housekeeping, Laundry, Medical and Sports/recreation facilities.

Please feel free to take the assistance of the Welcome Desk at the Reception. If you wish to talk to me for any assistance please feel free to contact me.

For your convenience we allot rooms in advance to allow you to proceed to your rooms, after your journey, with minimum delay/formalities. We also request you to enter your departure details on arrival so that suitable arrangements can be made in advance, without disturbing you during training.

We have placed a feedback register at the Reception and we look forward to your constructive comments to improve our Services.

It is the endeavor of the entire team here at Renaissance to provide you with a comfortable and enjoyable stay which will be conducive to learning.

I do hope that you have a very pleasant stay with us and welcome any suggestions that you might have.

We hope to exceed your expectations!

Best Regards,

Sujit Kumar




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Facilities Provided:

1. Accommodation

The accommodation is provided for participants only, hence family members will not be accommodated. Please register your contact details immediately on arrival.

All participants will be provided with furnished accommodation on a double occupancy basis.

All the rooms are equipped with air conditioners, solar geysers, electric tea kettles etc. Housekeeping will replenish the sachets of tea, coffee, creamers, and sugar on a daily basis.

Smoking is strictly prohibited in the guest rooms, classes and Cafe.

2. Telephone & Broadband

The rooms are equipped with telephone connections where participants can make local calls.

All rooms are equipped with LAN facilities. Additionally the entire training center is Wi-Fi enabled.

3. Mobile Phone & Contact Nos.

Mobile phones are to be kept in the "switch off" or "Silent" mode during training sessions.

To access the Reception Desk: Dial 9 from any Guestroom / Dial

020 – 6615 3400 Or 09 from outside.

4. Dress Code

The dress code is smart business casuals. However you may bring along your sports attire for sports / recreation facilities.

5. Catering

All meals are served in the Cafe on the ground floor of the Renaissance Complex.

Guests are requested to refrain from consuming food and alcohol in their respective rooms and carrying food out of the dining room.

The cafeteria timings are as follows:

Breakfast: 8 am - 9.30 am

Lunch: 1 pm – 2.30 pm

Dinner: 8pm – 10 pm

Snacks: Mid morning & Mid Afternoon cookies & snacks will be served in the cafeteria and outside your respective class rooms

All meals are to be had in the cafeteria and there is no room service arrangement.

6. Vending machines

We have tea/coffee/drinking water machines installed outside the respective class rooms for your use.

You are requested to consume only the bottled water placed in your room/ class room / vending m/c. This is filtered and will be safer to drink than tap water.

7. Housekeeping

This facility shall be provided in all rooms on a daily basis, unless requested otherwise by you.

8. Laundry Service

We have a Laundry Service with delivery the next day. A laundry bag and rate card for this service is placed in your room for your convenience. Please note that dues for laundry may please be cleared directly at the time of accepting the cleaned items.



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9. Security

Unauthorized persons are not permitted into the Renaissance guest rooms. We would request you to give us prior intimation in case you are being accompanied by a non-Tata Communications staff member.

10. Medical

First aid facilities are available along with a Doctor-On-Call 24 hours. Please call the reception for any assistance you may require with the same.

11. Sports/Recreation

We encourage our guests to use our indoor and outdoor facilities such as Badminton, Volleyball, Gymnasium and entertainment (television). All indoor facilities are located adjacent to the dining room.


12. Travel

Pune City is approximately 15 kms. from the Renaissance and taxi's can be arranged at your convenience. You are requested to inform reception a day in advance to make your booking and payment for recreation/private visits. Transport is not provided to Renaissance when arriving for training since pre-paid taxi's are available to Tata Communications Limited, Dighi from the Airport and Station. Transport will, however, be organized for departure for which you are requested to enter your details upon arrival at the time of checking in.

13. Charges

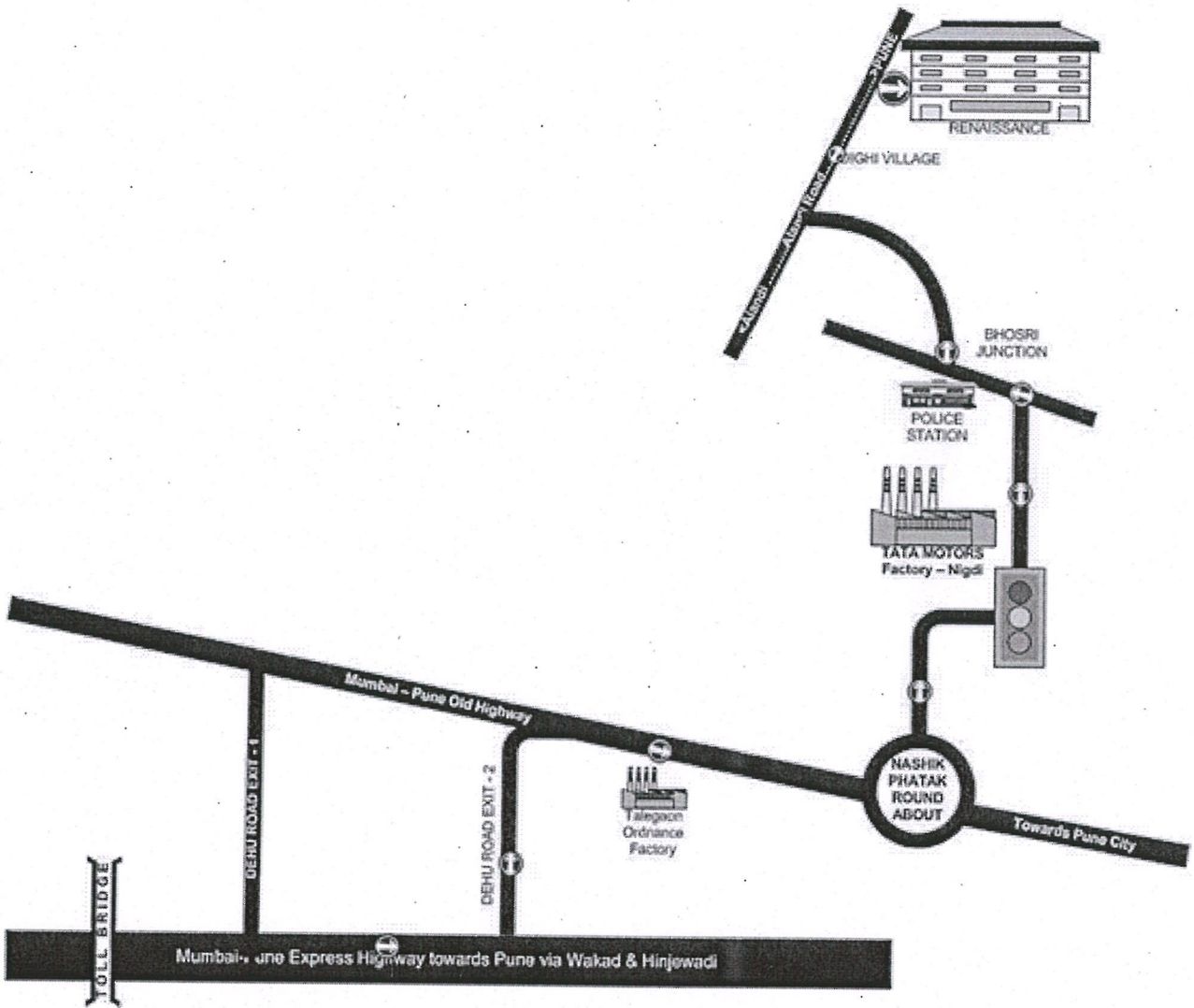
The charges towards the accommodation and the food are part of the training package. All other facilities like laundry, private travel etc. will be charged directly to the participant Personal & Confidential




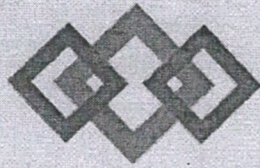

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Renaissance_Dighi_Roadmap




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Vatsal Technosoft

INDIVIDUAL NON-DISCLOSURE AGREEMENT

1. Recognition of Vatsal Technosoft Rights

At all times during my employment with Vatsal Technosoft and thereafter, I will hold in strictest confidential and will not disclose, use, lecture upon or publish any of the Vatsal Technosoft's proprietary information (defined below), except as such disclosure, use or publication may be required in connection with my work for the Company or unless authority of Vatsal Technosoft expressly authorizes such in writing.

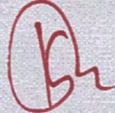
2. Proprietary Information

The term "Proprietary Information" shall mean any and all confidential and / or proprietary knowledge, data or information of Vatsal Technosoft. By the way of illustration but not limitation, "Proprietary Information" includes-

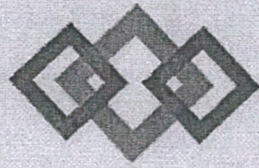
- a) Information regarding plans for Growth & Development, New Products, Marketing and selling, Business plans, Budgets and unpublished Official Documents and information related to Finance, Sales, Customers and,
- b) Information regarding the skills and Compensation of other employees of Vatsal Technosoft, Working Systems or any working site used in terms of my work and,
- c) Software, Ideas, processes, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques.

Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally known in the industry, which is not gained as result of a breach of this Agreement.




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For any kind of conformation of the letter verification please email scan copy to hr@vatsaltechnosoft.in



Vatsal Technosoft

3. Confidentiality

I understand, in addition, that during the term of my employment with Vatsal Technosoft and thereafter, or when I leave my employment, I will not hold any official information in strictest confidential and will not disclose to anyone (other than Vatsal Technosoft Personnel who need to know any such information in connection with their work) or use, except in connection with my work for Vatsal Technosoft, unless expressly authorized by the Authority in writing.

4. No improper use of Information of Current / Previous Employers and others:

During my employment, I will not improperly use or disclose any confidential information, if any, of any former or current Employer or any other person to whom I have no obligation of confidentiality, and I will not bring onto the premises of Vatsal Technosoft any unpublished documents or any property belonging to any former employer or any other person to whom I have no obligation of confidentiality unless consented to in writing by that former employer or person.

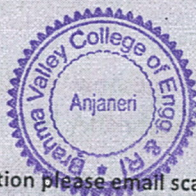
The terms set out are acceptable to me, and hereby agreed to:

Signature:

Name: MAHAJAN NIKHIL RAMESH

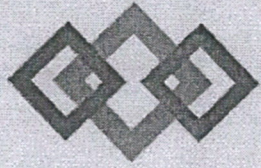
Designation: BDE Trainee.

Date: 02/02/2018



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For any kind of conformation of the letter verification please email scan copy to hr@vatsaltechnosoft.in



Vatsal Technosoft

CONTRACT AGREEMENT

This agreement is made on dated -29/01/2018

Vatsal Technosoft Pvt Ltd(Hereinafter referred to as the "Company")

Mahajan Nikhil Ramesh (Hereinafter referred to as the "Trainee").

Both parties agree on the following:

1. Commencement of Engagement

This contract of Engagement will begin on while your joining process start and continue until terminated as set out in clause 11 (below).

2. Place of Work

As per Policy, during your Training Period you will be working from Home Online in your Personal Laptop or Desktop. You will be solely responsible for the Internet facility or any other form related to it.

Company will not provide any such form mentioned above or not responsible for payment to any expenses related to it.

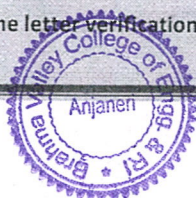
3. Training:

i) **Position:**

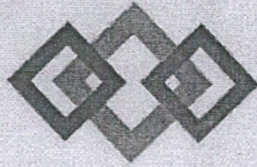
ii) **Working Sites:**

During Training Period you will be working in our own Company Working Sites related to your Training Projects and Attendance etc in order to keep a track of your

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work so that you will feel that you work with us in a Company Environment. Neither, you will disclose nor share any information related to the above to any outsiders who is not a part of Vatsal Technosoft nor any former Employees of the Company.

4. Final Hiring as Employee

Vatsal Technosoft will hire Trainees as Employees only on the basis of 100% Training Performance with Official Documents related to it. We will not disclose the parameters in terms of Performance as per our Policy to any Trainees, but after every month, we will share Performance review to trainees during their Training period.

5. Working Days / Offs and Working Hours:

- ✓ 5 Days working (Saturday & Sunday OFF) –

If any Trainee during the Training Period not able to finish their work within the stipulated Time Period, then he or she will have to strictly work during weekends, no Consideration in terms of work.

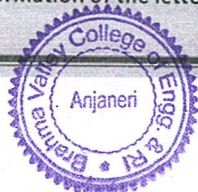
- ✓ 7 / 8 Working Hour (Minimum) in Working Days.

All Trainees should complete his or her Total Working Hours within that day itself, if not finish then have to work overtime to get the work done and complete it anyhow for submission to concern Authority.

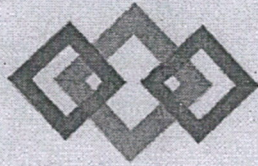
6. Holidays:

All Trainees will follow only the Company Holiday List provided by HR during the time of joining process. No other holidays as per your area will be entertained. If anyone has their own festival then on y after approval from Concern Authority he or she will be permitted officially for Leave.

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7. Salary / Stipend:

As per our Policy no Trainees are eligible for Stipend during Training Period. After training period we will give you on our training performance - Salary will be Rs. 12000 to 16000 Per Month and every Six Months Increment (20% to 40 %).

8. No Deposit or Training Fee:

No Trainees will have to pay for the Training as in the form of Training Fee or any Deposit money.

9. Training Period:

Minimum 3 months and Maximum 12 months. The Training Period will solely depend on your Training Performance and your frequency of work in terms of your performance & completion of your Training Projects.

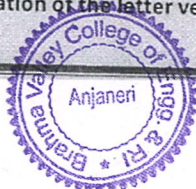
10. Training Projects:

- ✓ For All- We will guide you logically and you will have to work on your Projects from starting to end alone by using your own ideas and creativity in terms of Programming and Designing. You have to work independently, and self starter and should use or share your ideas in terms of Management Work with Top Management.
- ✓ For BDE Trainees - You have to get projects and how much projects you get it is also measure to calculate your performance ratio. You have to report every client reply with us. If you work with our client out of this company we will take legal actions against you, so be honest towards your job. You have to achieve targets on weekly or monthly basis (After you join we will give you details for that).

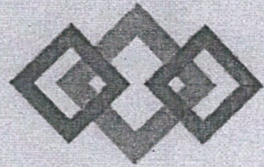
11. Termination:

- ✓ Top management have authority to terminate anytime if anything which happen against the environment of professionalism

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- ✓ If you get joining mail and even after that if you do not start your training in 1 week or report us about it, we will terminate you without asking you or listening to any excuses. Because it shows that you are not serious about training in this company and about your career. And we will not waste our time and resource on such who don't care about their future.
- ✓ During your trainin , if you do not work for 1 week continuously without taking our permission or informing us, then we will terminate you without asking you reason about it.
- ✓ If you will face any system problem or internet problem, then try to fix it soon as possible, because we will not allow you to take a leave for many days for that. You have to inform us by any other sources about it. We will not consider your excuses about system problem or internet problem for not informing us in that situation.

12. General:

Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

(Signature)

(Signature)

Name of Trainee: **MAHAJAN NIKHIL RAMESH**

Name: **Vatsal Shah**

Position: **BDE Trainee**

Position: **MD, Founder**

Date of Sign: **02/02/2018**

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