



Ramakrishna Mission Ashrama

(A branch centre of Ramakrishna Mission, Belur Math, Howrah, W.B.)

Hatamuniguda – 765 020, Dist. Rayagada, Odisha

Phone : 9438015552

Email: hatamuniguda@rkmm.org, Website: rkmathatamuniguda.org

RKMAH/Appointment/2022-23/

April 01, 2022

Shri Saikat Bera
C/O. Gourhari Bera
Vill.- Jagudasbar
P.O. & P.S- Marishda
Dist. Purba Medinipur 721 449
West Bengal

Dear Shri Bera,

With reference to your application dated 11.03.2022 and the subsequent online interview had with you, the Management is pleased to appoint you as an Assistant Teacher (TGT-Biology) in our School w.e.f. 01.04.2022 on purely temporary basis on the following terms and conditions: -

1. You will take classes in the School (Standard V to XII).
2. You will supervise study of the students during the study hours.
3. You will not be permitted to take any private coaching.
4. You will participate in all functions and co-curricular activities of the institution.
5. You will work in a spirit of dedication and service according to the ideals of the Ramakrishna Mission.
6. You will be paid a sum of Rs. 17,000/- (Rupees seventeen thousand only) per month as honorarium. Food charges as applicable will be deducted. You will be provided with free accommodation.
7. This contract will be valid for 1 (one) year from the date of your joining and revision will be made on the basis of your performance.
8. You, except as otherwise agreed in writing by the authority or unless prevented by illness shall devote your whole time and attention to the duties and responsibilities of the school and carry out duties and responsibilities whenever directed or required by the appropriate designated authority. During the period of your employment, you shall not without the written consent of the authority, become engaged or interested either directly or indirectly in any other work

outside the work of the School nor take any other employment whether part-time or otherwise. You will maintain the ethics, values and discipline of this institution at all time; for any violation of this in any manner your services are liable to be terminated.

9. You shall be entitled to 60 days vacation leave (15 days during Durga Puja, 10 days during Winter & 35 days during summer) during a year. If you leave the job before completing the contract period of one year, you will be required to pay for the vacation leave enjoyed, if any.
10. Other than above mentioned leave your all leave will be treated as leave without pay.
11. You will not leave the service in the middle of a session.
12. Your services will be liable to be terminated with 1 (one) month's notice or 1 (one) month's salary in lieu thereof on either side without assigning any reason.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours in the Service of God,


Swami Gitatmananda
—Secretary

I accept the appointment on the above terms and conditions.

Date: 01.04.2022


Signature

To,
Name: Ankan Dutta
Emp Code: 13051
Grade & Level: E & Junior Management.
HQ: Kolkata, ITTRIA



Trainee Appointment Letter

We are Pleased to offer you an appointment in our organization as a Trainee Sales Officer (TSO) in ITTRIA division based at Kolkata (HQ) – WB State with the following agreed Terms and Conditions.

1. Your traineeship shall be for a period of Six Months starting from 04-04-2022 to 03-10-2022. After Successful & Satisfactory completion of your Traineeship you will be placed on Probation. Your effective date of Traineeship shall be 04-04-2022.
2. During the Traineeship Period you will be paid Gross Rs.18,000/- (Eighteen Thousand Rupees Only/-) Per Month. Please refer the detailed salary structure in Annexure-I.
3. During this period, you would be trained to perform your roles well and will be directly reporting to Business Manager.
4. Your performance will be reviewed on Daily / weekly basis and based on your performance during this period, you will be placed in probation for 6 months which will be given to you in writing or may be extended for a period which will be communicated accordingly. If your performance is not found to be satisfactory, Management reserves the rights to end the traineeship at any point of time with/ without giving any reasons.
5. The General Protocol for Travel Allowances & Daily Allowances is shared through the mail
6. Management reserves the right to terminate the Traineeship in case of indiscipline or Moral turpitude which may/ had affect the reputation & functioning of the company.
7. There are no other commitments made by the company in terms of your compensation or otherwise, other than what is mentioned in this letter.
8. Please sign the duplicate copy of this Traineeship Letter and return to us as your acceptance. Do get in touch with the HR Department for any further Assistance / clarifications / queries from time to time.
9. If any employee resigns the organization within One Year, Training/ Induction expenditure incurred towards the employee would be deducted in the Full & Final Settlement
10. If any employee resigns the organization within 6 Months his/her Full & Final Settlement will be done on the discretion of the management.
11. Your services will be liable to be separated on 1 month notice or salary in lieu of notice except for dismissal or termination for misconduct, when you will not be entitled to any such notice or salary thereof. If you are desirous of leaving the service you shall give 1 month notice in writing to the company.

We wish you a great learning for a long and mutually beneficial relationship.

For

Icon Life Sciences

Authorized Signatory



Signature of Trainee:

Date: _____

Corporate Office : Plot No. 18, Road No. 12, Techpark, IDA Nacharam, Hyderabad-500076, TS. Tel: 040-2930 3350/3850/3870
Registered Office : "VEDHA" No. 13, Ground Floor, Mangala Nagar 1st Main Road, Porur, Chennai - 600 116, Tel 044 22522618 / 592
Factory : C-28, Sidco Pharmaceuticals Complex, Alathur Village, Thiruporur Taluk, Chennai - 603 110, Tel 044 27444401 / 02
E-mail admin@iconlife.in www.iconlifesciences.in

LETTER OF APPOINTMENT

Date: 15.07.2022

To
SRI MANAB SENAPATI,
Akrakrishnanagar,
Palpara,
Kolkata – 700 140.
Mobile / Phone No. 7980034499.

Sub. : Appointment Letter.

Dear Manab,

In continuation to our last discussion and on behalf of our Executive Committee Team, we are pleased to confirm your appointment on the basis following terms and conditions:

1. **JOB TITLE :** **BUSINESS DEVELOPMENT EXECUTIVE
(Veterinary Division).**

2. **JOB ASSIGNMENT & REPORTING :**

In this position of 'Business Development Executive' you will be reporting to & accountable to the designated authority and ensure the 'Sany Cons' brand standards are introduced / implemented / reviewed & maintained from time to time.

You will be responsible for working closely with your Executive Committee Team, our clients & employees as well as our outsource agencies. You will ensure to maintain harmonious relations at all times in the Organisation.

3. **EMOLUMENTS & OTHER BENEFITS :**

1. You shall be paid total emolument as per annexure 'A' attached.

4. **PROBATIONARY PERIOD :**

You will be on probation for a period of **6 (Six) Months** from the date of joining. The management reserves the right to reduce / extend / dispense with this period based upon the performance evaluation. During the period of probation, either party is liable to terminate the appointment with 30 days of notice in writing or 30 days of basic salary in lieu thereof. On successful completion of your

probationary period in all respects and following performance evaluation, you will be confirmed in your position and will be issued a confirmation letter thereafter in writing.

5. **NOTICE OF SEPARATION/ TERMINATION UPON CONFIRMATION**

Following the successful completion of the probationary period and confirmation, Your employment is terminable by **30 days of written notice** on either side or on payment of **30 days of salary** in lieu of such notice and either party is not bound to give any reason. However, should your services warrant termination/ dismissal for fraud, theft or with holding of any information in the application form or for any other type of misconduct, no notice or salary in lieu thereof will be applicable to you.

No leave is allowed during this notice period and you will be required to fulfill your professional duties in person for the entire duration of the stipulated notice period.

On termination of this employment / contract, you will immediately give up to the company all correspondence, specifications, books, documents, effects, market data, cost data, or records, process data and technical specifications etc., belonging to the company or relating to its business and shall not retain or make any copies of these items. Relieving and issuance of Experience Certificate is subject to the hand over of your duties and responsibilities to the satisfaction of the Management in writing. Abandoning services would be in violation of employment conditions and shall warrant dismissal.

6. **RETIREMENT:**

Retirement age is 60 years. However, at the discretion of the management, an employee may be Prematurely retired any time even before the stipulated retirement age either for health grounds or in line with business / exigencies / needs of the company.

7. **PERFORMANCE REVIEW :**

To help you to achieve your Professional development in the organisation your performance shall be reviewed once in a year / before if needed / from time to time. Further, you will undergo an annual performance review in the month of March and after completion of annual review, you will be considered for a suitable Increment / Salary review. **Such an increase shall not be arbitrary and will be based on your performance, achievement of individual KRA's in line with Budgets.**

8. **ACCOMMODATION & TRANSPORTATION :**

- a. You will be responsible for making your own Accommodation.
- b. You will be responsible for making your own transportation arrangement to & from work on day to day basis.

By your own mean you have to arranged your transportation while visiting offices, agencies, market for official purposes whether on day to day basis or as and when required. Conveyance incurred in relation to such official visits will be reimbursed on actual basis. & transportation arrangements to and from work irrespective of duty timings unless the provision is made to you otherwise.

9. **WORKING HRS :**

You will be required to work for 8hrs per day (including break time). However, you will appreciate and acknowledge that the responsibilities of your position require additional commitment levels from time to time as against the normal working hrs.

10. **GENERAL**

A. The letter of appointment is subject to your being medically fit by the Company's Medical Officer or such other Medical Officer that the company may appoint for that purpose.

B. You will ensure to follow the attendance and security system(s) applicable to the organisation at your working place.

C. You shall always follow the right SOP's. The management reserves the right to take appropriate disciplinary steps to safeguard the interest of the Organisation.

D. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently, and shall at all times safeguard the interest of the company. Sany Cons Pvt. Ltd. regards conflict of interest as a severe offence, which may lead to dismissal.

E. MODEL STANDING ORDERS/ SERVICE CONDITIONS /RULES AND REGULATIONS ;

You shall be governed by the rules & regulations as applicable of the company which may be amended / changed from time to time at the discretion of the management in demand with the business needs. These rules and regulations include, but shall not be limited to, duties and responsibilities, work hours, leave entitlement, paid holidays, perquisites, benefits and allowances, medical fitness, conveyance, travel and stay, disciplinary measures, misconduct etc.

F. You shall devote the whole of your time and attention to your employment with the company and shall discharge your duties to the best of your ability. As a condition of your employment, you will not engage yourself directly or indirectly, with or without remuneration, in any other employment, services, business or profession of any nature whatsoever, without specific written permission from the company.

G. You will be true and faithful to the company in all your accounts, dealings and transactions whatsoever in relation to the business of the company.

H. You shall not receive any presents, commission or any sort of gratification of benefit in cash or kind from any person, party, firm or company having dealings with the company and if you are offered any, you shall report the same to the company in writing.

I. You will communicate to the company any change in your address in writing. All communication sent to you in the normal course on the address given by you shall be deemed to have been received by you.

J. If, at any time, you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient or if you commit any breach of the terms and conditions of your appointment or on your conviction by any court of law for any offence involving moral turpitude, or 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 or concealed any material information, in such cases, the company shall be entitled to terminate your employment forthwith without any notice or payment in lieu of notice.

Manab, we trust that this covers all the pertinent details of your employment and do let us know should you need to clarify any matter pertaining to your employment.

We extend you a warm welcome to the SANY CONS PVT. LTD. Ltd family and wish you every success in your challenging new assignment. **We look forward to working closely with you for a long and mutually rewarding association.**

Thanking you,

With Best Wishes

For M/s. Sany Cons Pvt. Ltd.

SANY CONS PVT. LTD.


Director

Director

Date:-

Place:-

Received & Accepted

Encl – ANNEXURE – A – Emoluments details.

ANNEXURE - 'A'

NAME : SRI MANAB SENAPATI,

DESIGNATION : BUSINESS DEVELOPMENT EXECUTIVE
(Veterinary Division),

TOTAL SALARY : Rs. 13,000 / Month.

TA : As per actual.

SANY CONS PVT. LTD.


Director

Reliance Nippon Life Insurance Company Limited.

Registered & Corporate Office: Unit Nos. 401B, 402, 403 & 404,
4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla
Complex, Bandra East, Mumbai- 400051, India.

T: +91 22 6896 5000

rnlife.customerservice@relianceada.com.

www.reliancenipponlife.com

IRDAI Registration No: 121

CIN: U66010MH2001PLC167089

July 22, 2022

Mr./Ms. SHUBHRA HALDER,

Sanjaypally Canning Town, Canning South 24pgs ,

Canning WEST BENGAL-743329

Dear SHUBHRA HALDER,

With reference to your candidature for suitable career opportunity in the organization and to our subsequent discussions, we are pleased to appoint you as **Exe Agency Recruitment & Development Mgr** in the band and grade **ILFA-RNLIC** in **Agency** on the following terms and conditions:

01. PLACE OF POSTING:

This appointment takes effect from your date of joining which shall not be later than July 29, 2022 your posting will be at WB - Canning Br and you will be reporting to the Branch Manager at your place of posting.

However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional

02. SALARY :

Your designation will be **Exe Agency Recruitment & Development Mgr** under **ILFA-RNLIC** & your **Annual Cost to Company** will be **Rs. 300000 /- THREE LAKH ONLY** For detailed structure please refer Annexure A.

You will be governed always by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites which are specified in this appointment letter. Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies without prejudice.

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03. PROVIDENT FUND SCHEME:

You will be eligible to become a member of the Provident Fund Scheme immediately on joining, as per the rules in force from time. The Company contribution under this scheme is fixed at 12% of your Basic with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon your joining.

04. GRATUITY:

The gratuity will be paid in accordance to the Gratuity Act. You will be eligible for the gratuity payout post the completion of 4 years and 8 months of continued services from your date of joining. This is liable to change in accordance with the amendment in the Gratuity Act from time to time as applicable.

05. PROBATION / CONFIRMATION:

- a) You will be under probation for a period of 6 months. Your performance will be reviewed on monthly basis and necessary instruction/advise/support/feedback will be provided to you.
- b) You will be mandatorily required to submit Daily sales Report (DSR) on daily basis to your reporting manager.
- c) On completion of the six months, company will again review your performance in terms of your achievement of goal sheet and on its discretion, may absorb or extend or relieve you (as the case may be) from the organization.
- d) In case your performance is found to be less than satisfactory, then the company may extend your training period for a period of one month to a maximum of three months, at its sole discretion and review your performance. However, if your performance is still average and does not show improvement, then you will be relieved from the company on completion of the extended period.

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06. MEDICAL FITNESS:

You are required to declare to the management about any serious ailments or critical illness which you are suffering. The Management has the right to get you medically examined by any certified medical practitioner for the same or for any other reason, during the period of your service. In case you are found medically unfit to continue with the job, 30 days' time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management

07. DUTIES AND RESPONSIBILITIES:

Your duties are entirely supervisory/managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

You will be required to attend a mandatory residential induction / training programs as defined by the company. You would be required to mandatorily submit a qualified DSR (Daily Sales Report) in electronic or physical form as applicable on a daily basis. The DSR will be considered valid and qualified only after the reporting manager has validated and approved the same. In case of rejection of the same or non-submission of the same, your attendance for that particular day will be impacted and will lead to salary / leave deduction as the case may be. A DSR would be considered invalid in case of forgery, misrepresentation of data, not meeting the minimum mandated norms of a DSR, commission of an act involving moral turpitude, act of indiscipline or inefficiency.

You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remunerative except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

i) You shall not seek membership of any local or public bodies or political party without first obtaining written permission from the Management.

ii) You shall neither divulge nor give out information to any unauthorized person during the period of

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your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.

iii) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

iv) You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

v) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

vi) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

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08.TERMINATION OF SERVICE:

i) You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without Notice, and Compensation in any of the following events:

1.If you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties.

2.If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations.

3.Loss of confidence or trust.

4.Any absence of more than 8 days without authorization or extending the sanctioned leave for more than 8 days without proper approval, will be deemed to be considered as a case of " Voluntary abandonment".

5.Commission of an act involving moral turpitude.

6.Non-performance as per the requirement of the company, defined from time to time.

7.Non-adherence to the standards of the company, which may include, amongst other things "zero business" or "zero input activities" or Nil attendance in the first month of your joining the organization.

ii) During probation, your services are liable to be terminated without any notice or salary in lieu thereof. On satisfactory completion of the probation period and confirmation of your services, this contract can be terminated by either party by giving to the other 7 days notice in writing or compensation (on CTC basis) in lieu thereof; provided that such notice or compensation in lieu of shall not be payable by the Company to you in the event of any contravention or violation by you, of any of the provisions set forth in this appointment letter. However, in event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of 7 days, without any pay in lieu of the notice period.

iii) Any employee who does not serve the required notice period, will have to pay salary in lieu of notice period. If the employee fails to do so, the same will be recovered from the Full & Final settlement.

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09.GENERAL:

- i) You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.
- ii) Amount in lieu of not serving the Notice period or any other deductions, will be recovered from your full & final settlement
- iii) You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- iv) You are mandatorily required to complete the daily sales activities as may be instructed from time to time. Failure to complete the same, will attract proportionate salary deduction on the principle of "No Work - No Pay".
- v) Your age mentioned in the Matriculation / Higher Secondary Certificate / Birth certificate / leaving certificate will be deemed to be the conclusive proof of your date of birth.
- vi) You need to mandatorily submit copy of Aadhar Card at the time of joining.
- vii) You will intimate in writing to the Management any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- viii) You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.
- ix) The present designation is subject to change depending upon work assignment from time to time.

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- x) You are required to go through the company's policies mentioned in the "Employee Handbook" and revert with any queries, if any, within 15 days of joining, through your reporting manager.
- xi) You shall be required to sign and abide by the Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- xii) The Company shall carry out background verification checks of all your credentials based on the details/information provided by you during your interaction with the Company, the written representation made by you and the various documents submitted by you to the Company. Please note, your appointment and services with the Company is subject to satisfactory background verification of the Company, and the Company reserves the sole right and discretion to take disciplinary action as per the policy, which may include withdraw of the appointment / termination from services in case any detail/information provided by you is found to be incorrect, misleading and/or false, whether in whole or in part.
- xiii) You will be eligible benefits by the policies, procedures and rules of the company, applicable from your date of joining. Further, the company, at its sole discretion, may modify or change such benefits from time to time in accordance with its policies without prejudice.

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10. Mandatory Requirement - Handset

You are required to have a smart phone with below mandatory specification. Kindly ensure that you have a handset with required specifications before you join the company.

- **Smartphone- Android (5.0 and above)**
- **Memory - Minimum 2GB or more RAM**
- **Camera - Selfie /Front camera**
- **Mic - Should be in working condition**
- **Space - Min 750 MB free space**
- **Working OTG port (Micro USB) for biometric device (plug and play USB device) connection**
- **Connectivity - Minimum 3G**
- **GPS**

11. Please refer Annexure 1, 2, 3 and A attached with this Offer cum Appointment letter for other terms and conditions of your employment.



NIPPON LIFE INSURANCE

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Acceptance letter and all future correspondence should be addressed **confidentially** to:

HR LIFE

Reliance Nippon Life Insurance Company Limited,
3rd Floor, Thapar House, 163 SP Mukherjee Marg,
Near Rabindra Sarobar Metro Station
Kolkata - 700026

Please note that your terms of employment (including the remuneration) should be treated in strict confidence.

We look forward to your joining our team for a long, successful and mutually beneficial association.

Sincerely yours,

For Reliance Nippon Life Insurance Company Limited,

National Head - Talent Acquisition
Human Resources

Signature of the Employee: _____
Date of joining: July 29, 2022

Reliance Nippon Life Insurance Company Limited.

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ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

I would be joining Reliance from _____.

SIGNATURE: _____

DATE: _____

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

Following is a checklist mentioning the necessary documents to be submitted on the Day of joining. Your first salary will be processed subject to your submission /completion of joining formalities/documents.

In order to expedite the Joining formalities / process, we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

- Xth (SSC), XIIth (HSC), Graduation, Post-Graduation Mark-sheets and Certificates (If not submitted before)
- Birth-date Proof (School Leaving Certificate or any of the documents mentioned hereinabove)
- Driving license or Passport Copy (For Identify Proof)
- Aadhar Card Copy
- PAN card copy
- Relieving letter of the previous Employer
- Last Pay-Slip (If not submitted before)
- A Personalized cancelled cheque (If you hold an account with HDFC/Axis/ICICI/SBI/Standard Chartered/Yes Bank, and would like to continue with the same as the corporate salary account with us).

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**NIPPON LIFE
INSURANCE**

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Complex, Bandra East, Mumbai- 400051. India.

T: +91 22 6896 5000

rnlife.customerservice@relianceada.com

www.reliancenipponlife.com

IRDAI Registration No: 121

CIN: U66010MH2001PLC167089

- Provident fund Account details (In case the account needs to be transferred)
- 4 Passport Size Photographs in Navy Blue Background
- If you are opting for Conveyance Re-imbursement (Own Car), then Registration Papers of the four wheeler and the Vehicle papers.

Signature

Date

Page : 11



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Annexure -1

CONFIDENTIALITY UNDERTAKING

I am aware that during the course of my employment with Reliance Life Insurance, or any of its branch in India or overseas, (hereinafter referred to as "RNLIC" which expression unless repugnant to the context shall mean and include its successors and permitted assigns). I will come into possession of or acquire valuable information / technical know - how and proprietary information in the area relating to the business of the Company. (Hereinafter referred to as "Confidential Information").

For the purpose of this Undertaking, the term Confidential Information shall mean and include all Business Plans, proprietary, secret information, technical data or know-how, formulae designs, photographs, drawings specification, software programs and samples and / or any other material bearing or incorporating any such information which is disclosed, which information, data or know - how is marked or stipulated as being 'Proprietary', 'Confidential', 'Strictly Private' or otherwise, using words or similar significance. Such disclosure may be made either directly or indirectly, in writing, orally or by drawings, plans or inspection of products, materials parts or equipment.

Intellectual Property means

- 1) All inventions [whether patentable or not and whether or not reduced to practice] all improvement thereto, and all patents, patent applications, and patent disclosures, together with all renewals, continuations, continuations - in - part, revisions, and extensions of the same.
- 2) All trademarks, service marks, trade dress, logos, names and corporate names, together with all translations, adaptations, derivations and combinations of the same and includes goodwill associated therewith and applications, registrations and renewals in connection therewith.
- 3) All copyrightable works, copyrights and applications, registrations and renewals in connection herewith.

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4) All mask works and applications, registrations and renewals in connection with the same.

5) All trade secrets and confidential business information, including ideas, research and development, know-how, formulas, compositions, manufacturing and production processes and techniques, technical data, design, drawings, specifications, customer and supplier lists, pricing and cost information and business and marketing plans and proposals.

6) All computer software, including data and related documentation.

NOW THEREFORE THIS UNDERTAKING WITNESSETH AS FOLLOWS:

1) I recognize, the importance of maintaining absolutely secret the information and undertake to use such information wholly and exclusively for the benefit of RNLIC. I shall not disclose the same to any person whether as an employee of the Company or not, except under general authority in the usual course of business of the Company or if so ordered by a court of law with competent jurisdiction and with prior written approval of RNLIC.

2) I recognise and undertake RNLIC has full and absolute title over all information made available or provided to me during the course of my employment with the Company, and I shall make no claim of any interest therein.

3) On cessation of employment with RNLIC for whatever reason, I shall return all information, notes, MIS reports, drawings, documents, storage devices, head set and other property of RNLIC, covering / relating to the information of RNLIC received / obtained by me during the course of my employment. I also undertake not to retain any copies of the above.

4) I further undertake, that, I shall not either during my service with RNLIC and for a period of two years after cessation or termination of my employment for whatever reason, divulge the information to any other party in any capacity whatsoever without obtaining the prior consent of RNLIC, which consent I understand the Company has absolute discretion and may decline to give without assigning any reasons and which decision of RNLIC shall not call in question.

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5) I further undertake, that, during my service with RNLIC shall not, either in the territory of India, or elsewhere in the world, directly or indirectly except after obtaining the prior written consent of RNLIC cause any employee of RNLIC to terminate his employment / relationship with RNLIC for the purposes of entering into any employment or other relationship with me or any business, firm or entity with which I am affiliated.

6) I also undertake that I shall promptly and fully disclose and assign to the Company all intellectual property rights including patents, design, copyright "know-how" and trademarks pertaining to inventions, new methods, discoveries and improvements, suggested by me, arising out of or in any way connected with my employment with the Company.

7) I also abide by the local rules and regulations of the entity I am working as applicable and amended from time to time.

8) I also agree that in the event of breach of these undertakings by me including without limitation the actual or threatened disclosure of the information, RNLIC will suffer irreparable injury. Accordingly, I agree that RNLIC shall be entitled to specific performance of my obligations in terms of the above undertaking, as well as such further injunctive relief as may be granted by a court of competent jurisdiction without prejudice to any other relief's, monetary or otherwise as it may be entitled to under law.

9) I acknowledge that no forbearance or tolerance on the part of RNLIC of any Breach of this bond by me shall constitute waiver of the requirements of this Agreement by RNLIC. I acknowledge that RNLIC shall continue to be entitled to enforce the terms of this Agreement nevertheless.

10) I acknowledge that this Agreement shall be governed and construed in accordance with the respective law of the Country where the undertaking signed by me and the place of breach is not relevant in this matter.

11) I agree that all disputes arising out of this undertaking shall be subject to resolution by binding

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arbitration in accordance with the Arbitration rules in the respective country and any amendments thereof in force and all disputes are subject to the jurisdiction of competent courts in the place where the registered office of the entity I am working is situated.

12) This Agreement constitutes the entire agreement between the parties on the subject and can be amended by RNLIC from time to time at the sole discretion of RNLIC.

13) I acknowledge that I was provided with an unsigned copy of this agreement in advance of signing the agreement and was given ample opportunity to read and seek whatever counsel related to the agreement, I may desire to understand the terms and conditions

I hereby, confirm, having read and understood the terms and conditions as specified in the letter and convey my acceptance of the same.

Name SHUBHRA HALDER
Signature _____
Date _____

RNLIC Representative:

Name _____
Title _____
Signature _____

Page : 15



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Annexure - 2

NON - COMPETE AGREEMENT

1) The Employee shall, during the period of assignment, work exclusively for the business of RNLIC.

2) All work performed in the course of assignment with RNLIC is exclusively for the benefit of RNLIC and the product of such work shall be "works-made-for-hire." RNLIC shall own all rights to such works and may make any use or non-use of such works without further payment or obligation to the EMPLOYEE.

3) The remuneration agreed upon between Employee and RNLIC is the sole payment for all services provided by the Employee. The Employee is not entitled to the payment of royalties or other forms of compensation for the works performed / developed in the course of assignment.

4) The Employee acknowledges that he / she has been furnished or may be furnished or may otherwise have received or have had access to or will receive or have access to information that includes but not limited to RNLIC' past, present, or future products, software, research, development, inventions, computer processes, techniques, designs, programs and codes, or other technical information and data names, addresses of Clients (including any of the affiliates, related entities, successors, or assigns of such Client or customer) and suppliers of forms, arrangements with such suppliers and Clients; buying habits or practices of any of RNLIC' Clients ; RNLIC' marketing methods, programs and related data, or other written records used in RNLIC' business; compensation paid to other Employees and independent contractors and other terms of their employment or contractual relationships; or any other confidential information of, about, or concerning the business of RNLIC, its manner of operations, or other data of any kind, nature of description (the "Proprietary Information"). The Employee agrees to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to the Employee before this Agreement is signed or afterward. In addition, the Employee shall not, during the employment and any time after the termination of employment, disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for his / her own benefit or for the benefit of any third party without prior written approval of your Manager. In the event of a breach or threatened breach by the Employee of these provisions, RNLIC shall, in

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addition to other remedies, be entitled to an injunction in restraining the Employee from disclosing, in whole or in part, any such information or advertising concepts, or from rendering any services to any person, firm, or corporation to whom such information may be disclosed or is threatened to being disclosed. The foregoing obligations shall not apply to any information, which is publicly known. Within three days after RNLIC' request, the Employee shall return to RNLIC all copies of Proprietary Information in tangible form.

5) In the event of any termination for any reason whatsoever, the Employee shall not for a period of one year from the date of such termination, directly or indirectly, provide service to any Client where Employee previously provided services to the Client on behalf of RNLIC or was introduced through RNLIC. For the purposes of this paragraph, "introduced through RNLIC" means where a Client, Employee, Contractor, and other individual came to the attention of the Employee in any manner through RNLIC.

6) The employee acknowledges that RNLIC has spent considerable amount of resources in developing the relationship with the Client and an attempt by the Employee which results in a breach of the foregoing clause, will result in direct and foreseeable loss of business and damages to RNLIC.

In the event of breach of the aforesaid paragraph, Employee shall be liable to pay RNLIC, as liquidated damages, an amount equal to 100% (One hundred percent) of the Employee's annual compensation payable by the client. The right of such relief as mentioned in this paragraph shall be addition to and not in lieu of any other rights and remedies available to RNLIC at law or in equity.

7) If any of the provisions of this Agreement is declared invalid or unenforceable, the same shall not affect the remainder of the Agreement or rights or remedies, which shall be given full effect

Name SHUBHRA HALDER

Signature _____

Date _____





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RNLIC Representative:

Name _____ Title _____ Signature _____

ANNEXURE - 3

Sub: Mandatory Pre-Employment activities to be completed before Date of Joining.

In order to ensure, you enjoy a seamless joining-experience on your stipulated date of joining, you are required to successfully complete the three important mandatory pre-employment activities, which are as follows:

Pre-Employment Activities:

01. Training on RNLIC Edge application - You are expected to successfully complete 3 training modules as assigned to you on RNLIC Edge application before your date of joining.

02. e-Joint Field Work (e-JFW) - You are expected to complete 2 e-JFW activity with your Branch Manager before your date of joining.

03. Prospecting - Applicable for all channels except for Agency channel - You are expected to complete prospecting (please refer to the below table for minimum prospecting required Channel wise) in Super Express system of RNLIC before your date of joining.

Channel	Minimum Prospecting
Agency	Not required to fulfil this condition
DM,Banca,TPD	5 Prospects
F2F	30 Prospects



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Your joining with RNLIC will be confirmed only subject to successful completion of all the above mandatory pre-employment activities.

We would highly recommend you to, contact your Branch Manager today to discuss how he/she can help you in the best possible manner, in successfully completing the above required mandatory activities.

Congratulations and wishing you a successful career with RNLIC parivar.

Thanks and Regards,**HR Department****Reliance Nippon Life Insurance Co. Ltd.**

I hereby agree and ensure completion of the above three pre-conditions, failing which I am aware that this "Offer cum Appointment" letter will become null& void.

Employee Signature**Name of the employee.**

Page : 19



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Annexure A

SALARY ALLOCATION PLAN

Name: Mr./Ms	SHUBHRA HALDER
Location	WB - Canning Br
Designation	Exe Agency Recruitment & Development Mgr
Department	Agency
Date of Joining	July 29, 2022
CTC Offered	Rs. 300000/-

Details of CTC :	Monthly (Rs)	Annual (Rs)
Basic	7,500.00	90,000.00
HRA	3,750.00	45,000.00
Field Activity allowance	11,864.00	142,368.00
Executive allowance	0.00	0.00
Adv. Bonus	625.00	7,500.00
Gross Salary	23,739.00	284,868.00
Less Statutory Contribution		
Employer Contribution to Provident Fund (12% of Basic Salary)	900.00	10,800.00



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Gratuity Provision @4.81% on basic	361.00	4,332.00
Employer Contribution to ESIC	0.00	0.00
Total CTC PM	25,000.00	300,000.00

Signature: _____



To Bipra Ghosh,

109-H Ramkrishna Nagar, Garia, Laskarpur Mainak Garden Kolkata West Bengal India 700153

Sub-Offer of Employment: mPokket Financial Services Private Limited and its subsidiaries ('the company')

Dear Bipra,

On behalf of mPokket Financial Services Private Limited and its subsidiaries (the "Company"), Kolkata, we are very pleased to issue this offer letter for the position of **Digital Customer Specialist**. You shall be deputed at PS Srijan Corporate Park, Tower 1, 12th Floor, Unit No. - 1204, 2, EP & GP, Sector V, Bidhannagar,. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below and is contingent on a candidature reference and successful completion of the background check done by the Company.

Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on 25th Jul 2022. Your starting salary will be **INR. 168000 (One Lakh Sixty Eight Thousand Rupees)** payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. You will be eligible for a yearly performance assessment and salary adjustments as per the company's policy.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

The employment confirmation is dependent on the successful completion of the training certification. If the Employee fails to clear the Training Certification, the employment agreement shall stand void and the employment shall be terminated with immediate effect.

You will be on probation for a period of 3 months. You or the Company may terminate the employment agreement at any time with a minimum of 1 month notice.

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorization / visa, as the case may be, to work in India.

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded. The Company also reserves the right to withdraw this offer of employment made to you, before your acceptance of the same.



This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference. You shall be required to either upload following documents or bring the same on your date of joining.

1. Copy of Aadhaar Card
2. Copy of PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Details of your last revised compensation e.g. your last Pay-slip
5. Form 16 from your previous employer/ salary certificates
6. One cancelled cheque (Name Imprinted) or Cancelled cheque with Passbook
7. 4 Passport Size Photographs (To Carry on your date of joining)
8. UAN Card Copy and EPF Passbook Copy

Wishing you success in your career with us.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Thanks & Regards,

For mPokket Financial Service Private Limited and its subsidiaries,

Sushmita Majumdar
Lead, Human Resource



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Annual CTC Breakup

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	84000	7000
Hra	42000	3500
Statutory Bonus	12000	1000
Special Allowance	10223	852
Sub Total	148223	12352
Gratuity	4040	337
Provident Fund	10080	840
PF Admin	840	70
ESIC	4817	401
Total Fixed CTC	168000	14000
Deductions		
PF Employee	10080	840
ESIC Employee	1112	93
Total Deductions	11192	933
Total	137031	11419

Note: - The components of the compensation indicated above may be modified by the Employer in accordance with its standard payroll practices. Please read the policies on joining and you will also get a detailed understanding during the induction.

1. The performance component, if any, which is a part of your cost to the company, shall be declared for all employees on a pro-rata basis from the date of joining of the respective appraisal year. The performance bonus policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the pay out. The performance bonus policy of the company is subject to changes
2. All tax implications arising out of your salary structure shall be borne by you
3. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing
4. **Gratuity:** Payment will be made as per Payment of Gratuity Act and is part of the CTC
5. **ESIC :** You will be eligible for ESIC as per Company Policy
6. **Group Accidental Policy & Group Term Life Policy:** You will be eligible as per the company policy

THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE

Declaration

I, Bipra Ghosh declare that arrangement of computer system (desktop/laptop) and broadband internet connection will solely be borne by me (own cost) during work from home. Power/Electricity failure and failure in internet connectivity shall co



me under my purview.

Working from home will be the sole discretion of the company. Absence of required infrastructure may lead to low performance levels and company reserves the rights to take appropriate decisions.

I hereby accept the same by accepting this offer letter.





19-May-2022

Dear Sudipta Ghosh,
B.Sc (Hons), Computer Science
Ramakrishna Mission Vivekananda Centenary College, Kolkata

Candidate ID – 21312374

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Sudipta Ghosh

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Sudipta Ghosh, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sudipta Ghosh

Sign: _____
Name: _____

Sign: _____
Date: _____



19-May-2022

Dear Debarpan Goswami,
B.Sc, Computer Science
Ramakrishna Mission Vivekananda Centenary College, Kolkata

Candidate ID – 21312379

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Debarpan Goswami

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Debarpan Goswami, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Debarpan Goswami

Sign: _____
Name:

Sign: _____
Date:



19-May-2022

Dear Imon Kalyan Saha,
B.Sc, Computer Science
Ramakrishna Mission Vivekananda Centenary College, Kolkata

Candidate ID – 21327827

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 252,000/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs.284,111/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: *Imon Kalyan Saha* Date: *18/08/2022*

Compensation and Benefits

Name: Imon Saha

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Imon Kalyan Saha, 21, residing at Gauriyan Muth, Beltalapark, Balurghat (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Imon Kalyan Saha

Sign: _____
Name: _____

Sign: Imon Kalyan Saha
Date: 18/08/2022



19-May-2022

Dear Arijit Majumder,
B.Sc (Hons), Mathematics
Ramakrishna Mission Vivekananda Centenary College, Kolkata

Candidate ID – 21312504

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Arijit Majumder

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Arijit Majumder, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Arijit Majumder

Sign: _____
Name: _____

Sign: _____
Date: _____



Ref. No.: BWU/REG/HRD/OFL/19092022/01

Date: 19-09-2022

To

Mr. Bikram Dholey
Kelepa Kelepara, Pursurah,
Hooghly, Pin -712414

Subject: Offer Letter

Dear Sir,

We are pleased to offer you the position of **Assistant Professor** in the Department of **Mathematics** under the School of **Computational & Applied Sciences** of Brainware University on the following terms and conditions:

- a) You will join your post on 20th September, 2022; however, the joining date may change with prior intimation from our side;
- b) You will be paid gross salary of INR.21,900/- (Rupees Twenty One Thousand Nine Hundred only) per month, less statutory deductions, as applicable;
- c) Initially, you will be on probation and the probation period shall continue till issuance of letter of confirmation. Non-issuance of confirmation letter shall mean continuance of probation period.
- d) You will be involved in the areas of Teaching in Theory and/or Laboratory / Workshop, Supervising research scholars, Academic administration, Industry-Institute interaction programmes, FDP, Corporate training, Management development programme, various co-curricular and extra-curricular activities of the students and also in learning process in the area of your discipline and allied fields.
- e) You shall be involved in the areas of Teaching in Theory and/or Laboratory / Workshop, Supervising research scholars, Academic administration, Industry-Institute interaction programmes, FDP, Corporate training, Management development programme, various co-curricular and extra-curricular activities of the students and also in learning process in the area of your discipline and allied fields.
- f) You shall assist in research and development work as and when be required, with any recognized institution / organization jointly with Brainware University.
- g) You shall participate and/ or conduct in organizing seminar, workshop, symposia etc. in collaboration with various Government and non-Government agencies. You shall maintain an industry-institution interface and engage in academic activities, as may be required by the University.
- h) You shall perform UGC, regulatory bodies, NAAC, NBA, NIRF, ARIIA related work, administrative and other allied duties as may be necessary assigned to you from time to time by the authorities. You shall also perform any other incidental work, as and when instructed by the authorities.
- i) You shall also be actively engaged in the social activities of the students, or of the Brainware University, as and when required.
- j) Your working hours shall be at least eight hours and thirty minutes including thirty minutes lunch break. You may be required to stay in the Institution beyond the working hours as mentioned above for the interest of the students and for the educational/administrative activities.
- k) You shall attend University regularly and punctually and strictly adhere to the time schedule and University discipline as prevalent from time to time.
- l) During the tenure of your employment with the University, you shall not indulge in any act prejudicial to the reputation and educational activities of the University.



- m) You are liable to be transferred to any other department or institution that may be promoted by the University or to any other establishment (as may be felt necessary by the Chancellor of the University) under the same group. You may be sent on deputation to any other division within the country which may be under the same group, if required.
Your refusal to join duty at the new place of transfer shall be deemed as break in service and in that event, you shall not be entitled to make any financial/ monetary claim.
- n) You shall not be permitted to carry software in any form, hardware, instrument, machine, any parts of machine, other document(s) owned by the University outside the premises of the Institution without written approval of the person designated by the University.
- o) The University expects you to work with a high standard of initiative, efficiency, responsibility and integrity. You shall devote your entire office time to the work of the University and shall not undertake any other business or outside work without the written permission of the Authority.
- p) You may be subject to appraisal of your performance every year. Your confirmation of service to this designation, as also increment, shall be related to satisfactory performance in the appraisal, student feedback, participation in University activities, attendance, punctuality, proper maintenance of laboratory / workshop instruments / machines, proper maintenance of records and documents, involvement in research work, project work etc.
- q) You shall be entitled to the benefit of leave, gratuity, group medical insurance and other applicable benefits which are extended to the eligible employees of the University as per rules.
- r) Any change in your address or contact details should be intimated immediately in writing with relevant documents to the Registrar. The University shall not be responsible for any lapse on your part in reporting the changes in your address.
- s) You shall be solely responsible to safeguard/maintain the assets of the University handed over to you viz. Laptop (along with accessories), articles, documents etc. during your tenure at the appointed designation, as a mere custodian for the time being. Further, you shall also sign/execute an Indemnity Bond in favor of the University, for the assets of the University entrusted upon you during your employment tenure till the date of your last working day (hereinafter referred to as LWD), for returning the same back to the University therein.
- t) You may resign by serving one month notice period in writing to the University or one month's salary in lieu thereof during probation period. After confirmation, you may resign by serving two months' notice in writing to the University or two months' salary in lieu thereof. However, the exercise of confirming the options out of the said two alternatives during probation period as well as after confirmation, lies at the discretion of the University itself. Your said resignation shall not be accepted under any condition, if it is found that such act would affect the academic progression of the students. The University may terminate you giving one month notice in writing or one month salary in lieu thereof during probation and after confirmation giving two months' notice in writing or two months' salary in lieu thereof.
- u) You shall not accept any present, commission or any sort of gratification in cash or kind from any individual or company having direct/indirect relation with the University and if you are offered any, you should immediately report the same to the Higher Authority. In violation of the above, disciplinary action shall be taken against you by the Higher Authority including termination of service without notice accordingly.
- v) You shall be liable for a medical check-up by a registered Medical practitioner of University's choice at any time during the continuance of your employment with University. The management may terminate your service, if you are not found medically/mentally fit as per medical standards prescribed by the University without notice.



- w) You shall not, during the continuance of this appointment / employment and thereafter, disclose, divulge or communicate to any interested or other persons, whatsoever, any information relating to the Institute's technical knowhow, business practice or any other information of a confidential character. You shall treat the information obtained by you during the tenure of your employment with the Institute/University, either directly or from the other employees/associates of the institute, as strictly confidential. Such information may include without limitation, the institute's finances, stakeholders details, mode of operation, information relating to research, project, development, planning, etc.

You are expected not to divulge / share any administrative/organizational matter of the institute/university with any outsiders which may be your personal privilege to know by virtue of being an associate of this institute/university or any such other information, the disclosure of which is prejudicial to the interests of the institute/university.

- x) Your service shall be terminated without notice for suppression of any information or for furnishing any false information with a view to obtain employment elsewhere as also in this Institution. You shall be subjected to disciplinary action for wilful negligence, disobedience, misconduct and misdemeanor as per rules of the University.

If the management decides that you are found as a non-performer or guilty of fraud, dishonest, disobedience, misbehavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter or otherwise, your services may be terminated without notice and on account of any of the acts or omission, the Institution shall be entitled to recover the damages from you.

- y) Any violation of the above terms and conditions shall be, at first, be resolved through mediation vide conciliation carried out through the authority, failing which the matter shall be referred to an Arbitrator for adjudication of the disputes arisen therein under the provisions of the Arbitration and Conciliation Act, 1996 as amended till date. All disputes arising out of this letter shall be subject to the Courts having jurisdiction of Kolkata only.

Please send reply of this communication as a token of your acceptance of the terms and conditions mentioned herein.

Thanking you,

Yours truly,

Ms. Mahua Pal

Registrar

Brainware University



EDUDIGM

An IIT Kharagpur Alumni initiative

24th June 2022

Ms. Tamal Kanti Dey
Bamunia, Egra,
West Midnapore - 721448

Dear Tamal Kanti,

Congratulations! We are delighted to offer you an Employment Contract with Edudigm Education Services Ltd., effective 4th July 2022, for the position of **Associate - R&D: Content and Teaching** with the Job Role of a **Subject Matter Expert - Chemistry**.

Your Salary has been detailed in the Annexure to this letter.

Your employment will be governed by the rules, regulations, and policies of the Company.

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

We request you to send a signed copy of this letter to careers@edudigm.in by 27th June 2022.

We wish you a rewarding and fulfilling year ahead and look forward to you being with us in the upcoming years.

Yours sincerely,

RAJIV AGARWAL
CEO & Co-founder

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 Employment Contract Letter and the annexure to the same.

Your name in capital letters **TAMAL KANTI DEY**

Your Signature

Date: 25.06, 2022

Location: Rohasa, Kol-700118



contact@edudigm.in



www.edudigm.in

Office: Ambuja Ecostation, 12th floor,
Suite 1202, 64 BP, Sector 5, Saltlake,
Kolkata- 700091

Date: 02.11.2022

Dear SHOVAN DEBSARMA,

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Scientist - Process R&D, Bengaluru** at role band **P2**.

In terms of **fixed Total Cost to Company (TCC)** we are offering you **Rs.6,45,000 p.a. (Six Lakh Forty Five Thousand only)**. The details of your compensation break-up are provided below. You will also be entitled to additional benefits as are generally extended to the employees of APSL at your role Band.

Name : SHOVAN DEBSARMA			
Role Band : P2			
Role Title : Scientist - Process R&D			
Fixed TCC	6,45,000		
SALARY COMPONENTS	Monthly	Yearly	Remarks
Basic Pay	21,500	2,58,000	40% of TCC
House Rent Allowance	8,600	1,03,200	40 % of Basic
Education Allowance	200	2,400	Fixed
Minimum Guaranteed Bonus	17,482	2,09,790	
Leave Travel Allowance	2,688	32,250	5% of Fixed TCC
Sub Total	50,470	6,05,640	
Provident Fund	2,580	30,960	12 % of Basic
Bonus / Exgratia	700	8,400	Fixed Annual Component
Total Fixed	53,750	6,45,000	
Additional benefits:			
Gratuity	1,034	12,410	4.81% of Basic
GTLI		387	Company Contribution; not included in TCC
GPA		239	Company Contribution; not included in TCC
Mediclaime		10,000	Company Contribution; not included in TCC
Sub Total		23,036	
Total Compensation (including benefits)		6,68,036	

If you have any clarification on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within a day** of receipt of this email.

As part of the joining formalities, you will be required to undergo a pre-employment medical check-up as per the prescribed tests. This offer for employment is subject to you being medically declared FIT as per the tests prescribed by us. We will be sharing the pre-employment details in a separate email once you share us your offer acceptance.

Note:

(a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.

(b) To know more about APSL please visit us at www.aurigeneservices.com.

We are glad to have you join us in this journey.

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Page 1

Offer - Sourabh Majumder

SCB Business Title:	Zonal Head, TASC & Government Banking
Grade:	Grade 5
Reporting To:	Singh, Siddhartha Kumar

Sr. No	Salary Components	SCB Proposed Package (INR)	Proposed Package (USD)
A	Basic Salary	2,569,117	35,682
B	Reviewable Allowances	3,853,675	53,523
C	Annual Gross Compensation (Base Salary) (A + B)	6,422,792	89,205
D	Total Target Variable Compensation TTVC	1,091,875	15,165
E	Total Direct Compensation (C + D)	7,514,667	104,370
F	Provident Fund	308,294	4,282
G	Gratuity	123,575	1,716
H	Total Retirals (F+G)	431,869	5,998
Total Compensation (E+H)		7,946,536	110,369
* Note: Potential total annual compensation amounts is wholly discretionary and dependent on performance of the Bank and the individual			

USD - INR Conversion Rate: 72.00

Additional benefits include:

- 1) International Share Save Scheme (include if applicable).
- 2) Under Bank's Medical Benefit Scheme, Medical consultation and Hospitalisation Reimbursement for self, spouse and 2 children upto age of 21 yrs.
- 3) Group Life & Personal Accident Scheme.
- 4) Company Lease Accommodation.

Reviewable Allowance	
Reimbursements	Max Limit
HRA/CLA	Basis IT Rules
LTA	150,000
Children Education	2,400
Children Hostel Allowance	7,200
Telephone	1,00,000
Car Maintenance Reimbursement (valid only if in car scheme)	3,00,000
Drivers Salary Reimbursement (valid only if in car scheme)	3,00,000

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or past or potential clients or customers, and which the Employee may have received or obtained or become aware of as a result of or in any way in connection with the Employment, including but not limited to information relating to all or any of their staff, suppliers, agents or distributors, commercial, financial or marketing information, customer lists, technical and operational information, methods and processes and know-how comprising trade secrets;

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"Employment" means your employment under this Agreement;

"FCA" means the United Kingdom's Financial Conduct Authority;

"Group" means the Bank and any Group Companies;

"Group Company" means the Bank and any entity which from time to time is, directly or indirectly, a holding company or subsidiary of the Bank or a subsidiary of any such holding company (and **"Group Companies"** shall be construed accordingly);

"Group Policies and Procedures" means in particular any policies, procedures, statements, guidance, privacy notices, operating instructions or similar documents which contain information on the use of Systems or information which the Group may issue from time to time;

"Intellectual Property" means designs, trademarks, logos, get-up, domain names, copyright works, database rights, confidential information, know-how, patents, inventions, utility models, semi-conductor topography rights and all rights of a similar nature in any part of the world whether or not registered or capable of registration and, in respect of such rights which are registrable, the right to apply for registration and all applications for any of the above rights;

"Legal Duties" means the Employee's legal duties as a director, including, without limitation, any applicable statutory duties;

"Monitoring" includes the monitoring of electronic communications such as emails and instant messages whether sent from fixed or mobile equipment and including communications over third party instant messaging programmes, social media services or any other services which enable employees and contractors to send and receive electronic communication, internet access/use, telephone monitoring which includes listening in to calls in real time and reviewing call logs for traffic data and location data, numbers dialled and time spent on calls, monitoring of the use of printers, scanners or similar devices, video and audio monitoring, CCTV and monitoring of access to buildings through access cards or similar devices and mechanisms, in-vehicle monitoring or monitoring through information obtained from third parties;

"PRA" means the United Kingdom's Prudential Regulation Authority;

2

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3 of 34

"Prospective Client" means any person with whom the Bank shall have had negotiations



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Annexure

Compensation Breakup

Employee Name : Sourabh Majumder
 Band : 5
 Designation : Zonal Head, TASC & Government Banking

Sr. No.	Salary Components	Amount in INR
A	Basic	25,69,117
B	Reviewable Allowances	38,53,675
C	Annual Gross Compensation (A + B)	64,22,792
D	Total Target Variable Compensation TTVC	10,91,875
E	Total Direct Compensation (C + D)	75,14,667
F	Provident Fund	3,08,294
G	Gratuity	1,23,575
H	Total Retirals (F+G)	4,31,869
Total Compensation (E+H)		79,46,536

Note:

- Reviewable Allowance (RA) is a basket of allowances which consists of HRA, LTA, telephone allowance. You have an option to structure these as per your requirements/usage & claim part or whole of it as reimbursement on producing bills and subject to limits.
- Provident fund and Gratuity are subject to change basis the provident fund and Gratuity act.

Additional benefits include:

- International Share Save Scheme
- Under Bank's Medical Benefit Scheme, Medical consultation and Hospitalisation Reimbursement for self, spouse and 2 children upto age of 21 yrs
- Group Life & Personal Accident Scheme
- Bank Car Scheme for Band 6 and above
- Company Leased Accommodation at selected levels

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Annexure - II

Group Employee Privacy Statement



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Please confirm your acceptance of the Terms and Conditions of Employment by signing and returning a copy of this letter by **07-Nov-2022**. This offer is conditional on you having returned a signed copy of this agreement and will lapse if you have not done so.

Congratulations on your appointment. Please accept our best wishes for your career with the Bank.

For and on behalf of **STANDARD CHARTERED BANK**

Sandhya T N
Senior Resourcing Specialist

Dated 22-Aug-2022

I acknowledge receipt of this Contract of Employment and agree to the terms and conditions set out above.

Signed

Dated - 31/10/2022

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THE SAHLGRENSKA ACADEMY

The Sahlgrenska Academy Office

Patrik Karlsson,
Programme officer
Third cycle education at the Sahlgrenska Academy
Office

Swedish Migration Agency

Certificate of Phd admission

This is to confirm that **Tanmoy Dutta** born on **19981115-T415**, is admitted as a PhD student at the **institute of Medicine**, Sahlgrenska Academy, University of Gothenburg, Sweden. The studies will start on October 3rd 2022 and the decision of admission was made electronically by the head of the institute of Medicine Jan Borén on August 25th, 2022. The duration of PhD studies are equal to four years of full-time studies and are planned to conclude in autumn 2026. The main supervisor is Stefano Romeo.

Individual study plan:

At Sahlgrenska academy the document "Individual study plan for postgraduate studies" is the basis of admission. The decision to admit the student is made by the head of the institute or someone appointed by the head of the institute in the electronic system. There is no physically signed decision of admission or letter of acceptance outside of the electronic individual study plan system and this certificate is provided by for students who need to apply for a residence permit and should provide the migration agency with all necessary details.

Finances:

Above stated phd student will be employed and funded by the University of Gothenburg through doctoral studentship. Salary is according to University regulations starting at a minimum of SEK 29 150 per month.

https://medarbetarportalen.gu.se/digitalAssets/1803/1803615_211001-doktorandstegar-lokalt-avtal-signed.pdf

Insurance:

All employees at the University of Gothenburg are fully covered by the university staff insurance which covers medical treatment, hospital care and occupational health care.

For further information you are welcome to contact us.

Patrik Karlsson, Programme officer
patrik.karlsson@sahlgrenska.gu.se
+4631 786 3029



Offer letter

1 message

Lovely Manukat <lovely@26five.com>

Tue, 28 Jun, 2022 at 1:34 pm

To: PRACHYAPRACHETAH SARKAR <prachyaprachetahsircar1999@gmail.com>

Dear Prachyaprachetah,

On behalf of Sophie Terrisse Communications India Private Limited and its affiliates also known as 26FIVE, we are pleased to offer you a position as Sr. Copywriter in our Creative Services Team. You are expected to join duty on or before 04/07/2022, at our office located at 1303, Morya Bluemoon, Off New Link Road, Andheri (West), Mumbai 400053, India.

In your capacity as Sr. Copywriter, you will report to R. Bhavna, Copy Supervisor and your gross monthly remuneration cost to Company (CTC) will be INR50000 (Fifty Thousand) which is equal to INR6,00,000 (Six Lakhs) annually, subject to Indian Tax Authority and any applicable law. Your working hours start from 9:00 a.m. to 6:00 p.m. with a one hour break a day and you are scheduled to work Monday to Friday and Saturdays subject to work requirements. You will be on a probation period of six (6) months. Regular performance reviews will be done to assess your suitability.

You will need to submit all your original qualification documents, copies of relieving documents, salary slip of the last three months, experience letters and three references by the date of joining. If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your employment with 26FIVE will be subject to termination.

If this offer is acceptable, please acknowledge via email by 28/06/2022. Upon receipt of your acceptance of this offer, on joining we will provide you with an Appointment Contract detailing our arrangement and additional terms and conditions of employment.

Your Salary structure would be as under:

Name	Prachyaprachetah Sarkar	
Designation	Sr. Copywriter	
Department	Creative Services	
Particulars	Amount Per Month	Remarks
Basic Salary	15000	Part of pay slip
Special Allowance	21728	Part of pay slip
Medical Allowance	1250	Part of pay slip
House Rent Allowance	7500	Part of pay slip
Conveyance Allowance	2000	Part of pay slip
EPF/EPS (Employer Contribution)	1800	Out of Pay slip
Gratuity Retention	722	Out of Pay slip
Gross CTC	50000	
EPF (Employee Contribution)	1800	Out of Pay slip
Professional Tax Deduction	200	
Net Pay in hand before Income Tax	45478	
Gross Annual CTC is INR 50000 (Fifty thousand only)		

Note 1:-Gratuity* Eligible only on completion of 5 years, and the same would get accumulated.

Note 2:-Income tax * (depends on your Income as per the prevailing Income tax Act and your Tax Saving Investments)

Note 3:- Employers and Employee Pf contribution totalling to INR3600 would be deposited into your PF account monthly, please check the balance regularly

Note 4:- Salary slips would be emailed to your personal email id on a monthly basis.

If you require clarification or should you wish to discuss any aspects of our offer of employment please do not hesitate to contact the undersigned.

Thanks & Regards,

Lovely Joe Manukat

Head, General Manager - Finance

[Sophie Terrisse Communications India Pvt. Ltd.](#)



[26FIVE.COM](#) | [INSTAGRAM](#) | [FACEBOOK](#) | [TWITTER](#)

Suite 1303, Morya Bluemoon, off New Link Road, Andheri (West), Mumbai 400053

O +91 22 6741 5154 M :+91 98213 57729

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Government of West Bengal
Backward Classes Welfare & Tribal Development Directorate
8 Lyons Range, Kolkata – 700 001

Memo no. 678 /BCWTD

Dated 29. 07. 22

From : Commissioner
Backward Classes Welfare & Tribal Development
8, Lyons Range, Mitra Building (2nd floor)
Kolkata - 700001

To : The Shri/Smt./Kum.

Suman Ghosh.
S/O Susanta Ghosh.
Vill - Munsefpara,
B.B. Bose Road
P.O. & P.S. - Basirhat
North 24 Pgs. Pin - 743411

Sub: Appointment to the post of LDC (Regional
Vacancies) under Backward Classes Welfare &
Tribal Development Directorate by P.S.C. on
the Basis of the result of the Clerkship Exam. 2019.

The undersigned is to refer to the above noted subject and to inform that he has been allotted by the Public Service Commission, West Bengal for appointment temporarily to a post of "Lower Division Clerk" under this Directorate. He is, accordingly requested to see the undersigned at 8, Lyons Range, Mitra Buildings (2nd floor), Calcutta-1 on any working day within a fortnight from the date of receipt of this letter with original certificates regarding his age, qualification, caste etc. for verification of his eligibility for appointment as a Lower Division Clerk in this Directorate.

Verification Roll, in duplicate, is sent herewith with the request to submit the same duly filled in and signed, to this Directorate immediately.

Additional Director, BCW & TD
Additional Secretary to the Government of West Bengal

Memo no. 678 /BCWTD

Dated 29. 07. 22

Copy to the Secretary, Backward Classes & Tribal Development Department.

Administrative Buildings (4th & 5th floor), DJ-4, Sector – II, Salt Lake City, Kolkata – 700 091.

Additional Director, BCW & TD
Additional Secretary to the Government of West Bengal



Phone: 2253-5102
Website: wbpwr.gov.in
e-mail: pargov.ccw@gmail.com

GOVERNMENT OF WEST BENGAL
Department of Personnel and Administrative Reforms
(Common Cadre Wing)
STATE SECRETARIAT,
NABANNA, 7th Floor, Room No.703
325, Sarat Chatterjee Road, Shibpur, Howrah-711102

No.: 574-PAR(CCW)/A-01/22


Date : 24.08.2022

NOTICE

All the six hundred and twenty one (621) candidates, recommended by the Public Service Commission, West Bengal, for appointment to the post of Lower Division Assistant through Clerkship Examination, 2019, are requested to check their "Revised GSI" (RGSL), as per instruction given by PSC, West Bengal after further recommendation of 14 candidates belonging to PWD (Person with Disability) category, vide letter under reference for future correspondence.

Encl:-

1. A list of 621 Candidates with their Revised GSI ;
2. Letter no. A-54-PAS(A) dated 14.06.2022 PSC, WB;
3. Letter no. A-114-PSC(A) dated 25.07.2022 of PSC, WB with annexure (14 candidates) and instruction thereof.


OSD & E.O. Assistant Secretary
to the Govt. of West Bengal

510	3752	SMT. DIPPA SARKAR	Shri Dinabandhu Sarkar	SC		
511	3754	SHRI PROSENJIT ROY	Shri Gouranga Roy	SC		
512	3763	SMT. ANOUSHKA ROY	Shri Dulal Chandra Roy	SC		
513	3770	SHRI SOURAV MONDAL	Shri Rati Kanta Mondal	SC		
514	3771	SAHABAJ ALI	Late Khalek Nadap	OBC-A (NCL)		
515	3789	SHRI KOUSHIK MONDAL	Shri Dhruva Prasad Mondal	SC		
516	3792	SHRI NILOY SARKAR	Shri Nripati Sarkar	SC		
517	3803	SHRI SUBRATA BISWAS	Shri Fanibhusan Biswas	SC		
518	3811	ASGAR ALI	Abdur Rahim	OBC-A (NCL)		
519	3815	SHRI SUDIP KUMAR SARKAR	Shri Sital Kumar Sarkar	SC		
520	3820	SHRI SHANTIMAY MANDAL	Shri Gouranga Mandal	SC		
521	3824	SHRI JAYANTA MANDAL	Shri Jitendra Nath Mandal	SC		
522	3827	SMT. APARNA SAHA SONAR	Shri Arjun Kumar Saha Sonar	SC		
523	3828	SMT. KRISHNA JANA	Shri Aswini Kr. Jana	SC	LDCP	
524	3831	NADIRA SULTANA	MD Ilias	OBC-A (NCL)		
525	3837	GAJU SK	Moslim Sk	OBC-A (NCL)		
526	3839	SHRI SOUVIK KUMAR MONDAL	Shri Pravat Mondall	SC		
527	3851	SHRI PRITAM NASKAR	Shri Swapan Naskar	SC	LDCP	
528	3866	SMT. TUMPA SARKAR	Shri Kalipada Sarkar	SC		
529	3899	SHRI SUPRAVAT MONDAL	Shri Nikhil Ch. Mondal	SC		
530	3908	SHRI ASISH MONDAL	Shri Sankar Mondal	SC		
531	3913	SHRI ARPAN SARKAR	Shri Jayanta Sarkar	SC		
532	3928	SHRI RABI RANJAN MONDAL	Shri Radha Ranjan Mondal	SC		
533	3937	SMT. SUTAPA DAS	SHRI GOUTAM DAS	UR	LDCP	
534	3941	SMT. PAULAMI SARKAR	Shri Nirmal Sarkar	SC		
535	3946	SHRI SUMON HALDAR	Shri Swapan Haldar	SC		
536	3947	AL MOKABBIR BISWAS	Abdur Rohim	OBC-A (NCL)		
537	3948	SHRI SHOUVIK MANDAL	Shri Subhas chandra Mandal	SC		
538	3962	SHRI SUBHAJIT ROY	Late Sushil Kumar Roy	SC		
539	3963	SHRI MANIL KUMAR SINGHA	Late Pemulal Singha	SC		



Government of West Bengal
Directorate of Health Services
Swasthya Bhavan,
GN- 29, Sector-V, Salt Lake City,
Kolkata - 700091
E-mail id : wbhealth.appointment@gmail.com

Memo No. 528 -P/HFW-42011(11)/9/2022-ADMIN SEC(DHS)

Date, 12th July, 2022

NOTICE

Candidates whose names have been recommended by the Public Service Commission, West Bengal for appointment to the post of Lower Division Assistant under this Directorate (HQ) through the Clerkship Examination-2019 are hereby informed that a blank "Verification Roll" Form has been attached with the instant notice. They are requested to download the same and submit two (2) sets of filled in V.R. forms (in original) along with all corroborating documents (self-attested photocopy) in a sealed envelope to this office at the above mentioned address from 18th July, 2022 to 29th July, 2022, either by post or in the drop box at the Ground floor, Swasthya Bhavan (11:00 A.M. to 04:00 P.M. working days only).


Candidates belonging to SC/ST/OBC-A/OBC-B/MSP (Meritorious Sportsperson) and P.H. (Physically Challenged) category are requested to submit two self-attested photocopies of those certificate(s) along with the filled in V.R. Form.

Candidates already in Government service are requested to inform this office about his/her present designation and employer's name & address, within 20th July, 2022 either by mail or by post.

Non-Receipt of documents asked as above within 29th July, 2022 will be treated as refusal to acceptance of offer of appointment as LDA.

All correspondences should be addressed to "Director of Health Services" with the caption "Appointment to the post of LDA (HQ) PSC Clerkship Examination-2019".

Encl : 1. A list of 139 recommended candidates
2. Blank Verification Roll Form


Additional Director (Personnel)
& Special Secretary to the
Government of West Bengal

Health & Family Welfare Department

Sl. No.	Merit Position	Roll No.	Name	Category	PH	Ex-SM	MSP	Recommended Against Vacancy
112	8124	0135310	SAJIB RAJBANSHI	SC				SC
113	8125	0617519	DEBABRATA MONDAL	SC				SC
114	8275	1837975	ABU NAYEM MONDAL	OBC-A				BCA
115	8284	0225895	FAIQUA NIGARISH	OBC-A				BCA
116	8298	0235372	BABUL HASIB	OBC-A				BCA
117	22654	0313175	SAMAPTI MONDAL	SC			Y	MSP
118	23062	0501189	PRADIPTI NASKAR	SC			Y	MSP
119	32334	0804398	JYOTIRUP ORAON	ST				ST
120	32412	1015087	KIRAN MURMU	ST				ST
121	32437	1302444	SHIBLAL HEMBRAM	ST				ST
122	34493	0105157	BIVASH MAJHI	ST				ST
123	34572	2002415	GOPAL MURMU	ST				ST
124	34586	0618190	BISWANATH ORAON	ST				ST
125	35179	1722242	MIR SOHAIL PARVEJ				Y	MSP
126	35790	0824008	SAYAN MUKHERJEE				Y	MSP
127	35814	0517415	BIMAN MURMU	ST				ST
128	35981	1300932	BIKASH SING	ST				ST
129	36148	0601427	ANAMIKA MAHALI	ST				ST
130	39835	1427136	BISHNU PADA SANTRA			Y		EX(SM)
131	40956	1841610	FIROJ SAIKH		HI	-		PH(HI)
132	41225	1120524	TANMOY DAS		HI			PH(HI)
133	41499	0535130	MADHUSUDAN SARKAR			Y		EX(SM)
134	46690	0728422	HAREKRISHNA GHOSH	OBC-B		Y		EX(SM)
135	46871	0103173	ANIL KUMAR SRIVASTAVA			Y		EX(SM)
136	50306	0805120	SURAJIT MOSHAT			Y		EX(SM)
137	50325	0636836	ARUN GHOSH			Y		EX(SM)
138	52182	0132471	DIPAK KUMAR BERA			Y		EX(SM)
139	52426	0222358	SK SAMSUZZOHA	OBC-A		Y		EX(SM)

PUBLIC SERVICE COMMISSION, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata-700026

Health & Family Welfare DepartmentEnclosure to Letter No. A-74 - P.S.C. (A) dated the 14th June, 2022List of candidates recommended for appointment to the following post/posts on the basis of the results of the
Clerkship Examination, 2019**Directorate of Health Service – LDA**

Sl. No.	Merit Position	Roll No.	Name	Category	PH	Ex-SM	MSP	Recommended Against Vacancy
1	787	0926597	PRANATI PARAMANIK					UR
2	791	1330799	IMRAJ KHAN	OBC-B				UR
3	798	2509784	SANGITA SANYAL					UR
4	1012	0815981	SUBRATA SASMAL					UR
5	1014	0822205	ANWESHA SAMANTA					UR
6	1017	0126233	TRISHAJIT DAS					UR
7	1208	1832145	ANIRBAN MUKHERJEE					UR
8	1209	1030905	CHIRANTAN MUKHERJEE					UR
9	1210	0500588	DEEPANKAR GHOSH	OBC-B				UR
10	1310	0111780	FAEZA RAHMAN					UR
11	1320	0537108	ANKITA SAHA					UR
12	1328	0112793	ANKANA BARUA					UR
13	1395	0229389	IPSA BHATTACHARJEE					UR
14	1396	0817040	BIDISHA DAS					UR
15	1398	0816808	AVIJIT KOLEY					UR
16	1446	0602820	BANHIKANA BOSE					UR
17	1449	0604253	POOJA BISWAS	SC				UR
18	1450	0817206	RUPAK MONDAL					UR
19	1495	0929671	SOUMEN DUTTA					UR
20	1496	0615457	DWAIPAYAN ADHIKARY					UR
21	1498	0638023	MD ABUL BASAR BAIDYA					UR
22	1530	0629495	DEBLINA GANGULY					UR
23	1532	0923231	PRITAAM CHAKRABARTI					UR
24	1533	0936881	ANUPAM HAZRA					UR
25	1562	0933227	SNEHASHIS SUR					UR
26	1563	0111050	SOUMENDRA MANNA					UR
27	1564	0211074	BIPASHA MUKHERJEE					UR
28	1588	0601390	ANIRBAN CHANDA					UR
29	1589	0539243	DIBYENDU CHAKRABORTY					UR
30	1591	0533416	TRISHIT MUKHERJEE					UR
31	1621	0539823	BIRAJ BHUSAN CHATTERJEE					UR
32	1625	0710160	DIPTI DAS					UR
33	1630	0214530	ASHIS RAY					UR
34	1677	1331400	DEBASMITA DAS					UR
35	1678	1331718	SUMAN JANA					UR

PUBLIC SERVICE COMMISSION, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata-700026

36	1681	0125884	SHILAJIT BISWAS				UR
37	1704	0227749	JINIYA SAMANTA				UR
38	1711	0626584	TAMAGHNA SARKAR	OBC-B			UR
39	1712	1218494	MANISH ACHARYA				UR
40	1739	0232358	JHINUK SIKDER				UR
41	1740	0230959	SANJOY PAUL				UR
42	1742	0105403	PRODIPTA CHOWDHURY				UR
43	1761	0800949	ANINDYA DAS	OBC-B			UR
44	1762	0804402	ARGHYA PRASUN MAJI				UR
45	1764	0300942	SUBHADEEP MAITY				UR
46	1787	0925290	SUBHANKAR KOLE				UR
47	1790	0302681	ANJAN GHOSH				UR
48	1792	1411501	RAKESH DAS				UR
49	1808	0312468	RIYA DAS	OBC-B			UR
50	1810	0126836	PIR SHAYED PARVEZ				UR
51	1813	0111977	DEBMALYA BASU				UR
52	1831	1919933	PRIYANKA ROY				UR
53	1834	0640713	SHUVASIS KAR				UR
54	1838	0210732	ARKA BHATTACHARJEE				UR
55	1857	1703436	SOUMINI HALDER				UR
56	1860	0501301	SUKHENDRA KUMAR SAHA				UR
57	1861	0616168	SUNIT KUMAR BISWAS	OBC-B			UR
58	1887	0300663	MADHUMITA MULLICK				UR
59	1888	1330120	BANASREE ACHARYA				UR
60	1890	0324713	DIPAN DEBNATH	OBC-B			UR
61	1899	0123984	JAY PARSHI				UR
62	1901	0110808	MOUNITA DEY				UR
63	1906	0402947	SOUMEN GAYEN				UR
64	2711	0302142	SUBHASISH DAS	OBC-B			BCB
65	2728	0235736	SUMAN NATH	OBC-B			BCB
66	2750	0300797	PUJA HAIT	OBC-B			BCB
67	3074	0401773	SUBHASREE BARUI	OBC-B			BCB
68	3102	0402791	SANTU KUMAR PAL	OBC-B			BCB
69	3123	1427950	BISWAJIT BERA	OBC-B			BCB
70	3362	0525639	ANUPAM GHOSH	OBC-B			BCB
71	3385	0645925	DEBASTUTI DATTA	OBC-B			BCB
72	3387	0129154	RAJDIP GHOSH	OBC-B			BCB
73	3543	0126452	SRIJAN DAS	OBC-B			BCB
74	3585	0609052	RITA PAUL	OBC-B			BCB
75	5163	0505752	SUMAN SAHA	SC			SC
76	5167	0928515	DIPANJAN ROY	SC			SC
77	5188	0914215	SHOUVIK DAS	SC			SC
78	5457	0809163	SK GOLAM MASUM	OBC-A			BCA
79	5559	1919752	M A AKBAR	OBC-A			BCA
80	5624	0640285	NURUDDIN MONDAL	OBC-A			BCA
81	6303	0822042	MALAY KUMAR JATI	SC			SC

**HIGH COURT AT CALCUTTA
APPELLATE SIDE**

NOTIFICATION

No. 4438- R (Recruitment)

Dated, the 13th September, 2022.

In connection with the Notification, being No. 33-RG dated 4th January, 2021 and in furtherance of Notification, being No. 3226-R (Recruitment) dated 5th July, 2022, with regard to the recruitment to the post of Data Entry Operator in the High Court at Calcutta, the following list contains names of 1387 candidates who have qualified in the Data Entry Speed Test (Key Depression Test) (Phase – II) held on 12/05/2022 are published hereunder –

Sl. No.	Name	Roll No	Reg. No.	Category
1	RATUL MANDAL	111011047	6007465	UR
2	DIBYENDU BAISHNAB	111011091	6001427	UR
3	AMIT DEBNATH	111011121	6001119	UR
4	CHINMAY KUMAR CHAKI	111011124	6009129	UR
5	SUPRAVATH GUPTA	111011127	6004673	UR
6	DEBASISH DUTTA	111011157	6001034	UR
7	AVIJIT MANDAL	111011178	6007969	UR
8	SUBHAJIT GHOSH	111011198	6005936	UR
9	ANKAN DAS	111011242	6010431	UR
10	ABHISHEK KUMAR SINGH	111011244	6007085	UR
11	ARABINDO GHOSH	111011278	6000054	UR
12	IMAN KUMAR MITRA	111011292	6004740	UR
13	DIBYENDU GHOSH	111011305	6000316	UR
14	NILANJAN GHOSH	111011325	6002419	UR
15	PANKAJ KUMAR SAW	111011335	6006932	UR
16	SUMIT MUNSI	111011336	6001238	UR
17	DEEPIYOTI NAG	111011342	6000965	UR
18	ARBIND ANAND	111011363	6013514	UR
19	SOURAV DAS	111011383	6003328	UR
20	MD ISMAIL	111011403	6004978	UR
21	PANKAJ KUMAR	111011432	6010197	UR
22	SANKHA RAY	111011442	6004221	UR
23	KHEMRAJ KARKI	111011446	6010724	UR
24	SUBHRAJYOTI GHOSH	111011450	6000335	UR
25	JITENDER SHAH	111011470	6002621	UR
26	TATHAGATA DHAR	111011481	6009274	UR

Sl. No.	Name	Roll No	Reg. No.	Category
1250	SHILAJIT BISWAS	441011067	6010351	UR
1251	AJIT KUMAR SEN	441011068	6011682	UR
1252	ARIJIT HALDER	441011073	6007539	UR
1253	PIYAS SAHA	441011097	6006989	UR
1254	BISHNUPADA SAHOO	441011102	6004535	UR
1255	TANMOY KOLEY	441011104	6004775	UR
1256	ARNAB DATTA	441011133	6011930	UR
1257	ATANU MUKHERJEE	441011135	6000963	UR
1258	SWARUP DEY	441011143	6010793	UR
1259	AVIJIT CHATTERJEE	441011152	6000011	UR
1260	SUJOY GHOSHAL	441011156	6011189	UR
1261	RANJIT KUMAR PRASAD	441011157	6010260	UR
1262	MD NADEEM KHAN	441011171	6009073	UR
1263	TATHAGAT PRASAD	441011182	6005359	UR
1264	SABYASACHI CHATTERJEE	441011201	6008279	UR
1265	RAJIB SIL	441011208	6005495	UR
1266	MALAY BERA	441011248	6009757	UR
1267	DEBMALLYA DATTA	441011259	6008916	UR
1268	SOUMA PAUL	441011287	6007805	UR
1269	HARSHENDU SENGUPTA	441011288	6009053	UR
1270	SUDIPTO SENGUPTA	441011291	6002244	UR
1271	SAIKAT KUMAR JANA	441011294	6013413	UR
1272	SUDIPTA HALDER	441011306	6011691	UR
1273	SUBHODIP MANNA	441011322	6013109	UR
1274	AAKASH CHATTOPADHYAY	441011323	6007590	UR
1275	AMIT SEKHAR BOSE	441011341	6012184	UR
1276	KOUSHIK SEN	441011350	6010756	UR
1277	PURNENDU MONDAL	441011362	6002305	UR
1278	DEBRAJ GHOSH	441011379	6003889	UR
1279	ANKUSH BEHERA	441011387	6008932	UR
1280	ANIRBAN GHOSH	441011411	6013568	UR
1281	KALYAN BRATA HALDER	441011416	6005367	UR
1282	MALAY JANA	441011456	6012520	UR
1283	NURUL IRSHAD KHAN	441011458	6008928	UR
1284	DEBESH MONDAL	441011462	6000688	UR
1285	KAUSTAV SRIMANY	441011466	6010690	UR
1286	KUNAL NANDY	441011468	6010973	UR
1287	AMIT DUTTA	441011470	6013781	UR
1288	ARIJIT GHOSHAL	441011479	6001847	UR
1289	SUBHASIS KOLEY	441011482	6004735	UR
1290	SOMJAY GUHA	441011496	6000523	UR



Phone: 2253-5102
Website: wbpar.gov.in
e-mail: paregov.ccw@gmail.com

GOVERNMENT OF WEST BENGAL
Department of Personnel and Administrative Reforms
(Common Cadre Wing)
STATE SECRETARIAT,
NABANNA, 7th Floor, Room No. 703
325, Sarat Chatterjee Road, Shibpur, Howrah-711102

No.: 459-PAR(CCW)/A-01/22

Date : 08.07.2022

NOTICE

Each of the hitherto qualified 607 candidates, whose name has been recommended by the Public Service Commission, West Bengal, for appointment to the post of Lower Division Assistant through Clerkship Examination, 2019 in the State Secretariat, is hereby informed that a blank 'Verification Roll' Form has been uploaded in our official website i.e. www.wbpar.gov.in. He/She is requested to download the same and submit two (2) sets of duly filled in 'Verification Roll' Forms (in original) alongwith all the corroborating documents (self-attested photocopy) in a sealed envelope to this Department at the above mentioned address from 11th of July, 2022 to 29th of July, 2022, either by post or in the drop-box at room no.703, 7th Floor, Common Cadre Wing, P&AR Department, Nabanna (11:00 A.M. to 3:00 P.M. on working days only).

Candidates belonging to SC/ST/OBC-A/OBC-B/MSP (Meritorious Sportsperson) and P.H. (Physically Challenged) category are requested to submit two self-attested photocopies of those certificate(s) alongwith the filled in V.R. Form.

Candidates already in Government service are requested to inform this Department as well as his/her present employer for obtaining/forwarding PVR/MER already done.

Failing which, it will be construed that he/she is not interested in accepting the offer of appointment to the post of Lower Division Assistant in the Secretariat of West Bengal.

- Encl* : 1. A list of 607 recommended candidates
2. Blank Verification Roll Form

G. Sardar
Assistant Secretary
to the Govt. of West Bengal

PUBLIC SERVICE COMMISSION, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata-700026

455	3217	0923055	SUBIR BARMAN	SC			SC
456	3220	1006055	SHILPA HAZRA	SC			SC
457	3234	0924284	UDIT BISWAS	SC			SC
458	3241	0211745	AMIT KUMAR BAIDYA	SC			SC
459	3250	0535446	SUMIT BISWAS	SC			SC
460	3285	0228846	UDAYAN BISWAS	SC			SC
461	3290	0512578	SEEMAB ANWAR	OBC-A			BC-A
462	3304	0212705	PRITAM SAHA	SC			SC
463	3316	0637297	SANTANU SARKER	SC			SC
464	3338	0923078	LITON AHIRI	SC			SC
465	3340	0539468	ANKITA BARUA	ST			ST
466	3341	1929614	MD MONIRUL ISLAM	OBC-A			BC-A
467	3342	0538717	ANUPAM SARKAR	SC			SC
468	3351	0400338	RANA MANDAL	SC			SC
469	3355	0127537	BHASKAR BARMAN	SC			SC
470	3361	0606002	TITHI SAHA	SC			SC
471	3375	0605874	SANTANU ROY	SC			SC
472	3377	0915737	SEBKATULLA MALICK	OBC-A			BC-A
473	3395	0126656	SOUMYA SAHOO	SC			SC
474	3397	0724835	SOURAV BISWAS	SC			SC
475	3403	0645663	MD JAHANGIR ALAM	OBC-A			BC-A
476	3409	0402177	BINOY MANDAL	SC			SC
477	3416	0410470	ARPAN PANUA	SC			SC
478	3418	1933508	MD SAHADAT HOSSAIN	OBC-A			BC-A
479	3425	0320944	AZIZ MONDAL	OBC-A			BC-A
480	3489	0926733	ASHRIN HAQUE	OBC-A			BC-A
481	3495	0934005	DEBJIT BEPARI	SC			SC
482	3499	0602589	AVISHEK SIKDER	SC			SC
483	3502	0928318	MD SHAHID MAHABOOB MOLLA	OBC-A			BC-A
484	3508	0608400	RUPA BISWAS	OBC-A			BC-A
485	3530	0303431	SHOUVIK NASKAR	SC			SC
486	3549	0501771	RAMEEZ REZA	OBC-A			BC-A
487	3551	0211338	TOFAZUL HAQUE	OBC-A			BC-A
488	3557	0602848	SUDIPTA PRAMANIK	SC			SC
489	3559	0313409	BIBEKANANDA JANA	SC			SC
490	3565	0318345	SUPRIYO BISWAS	SC			SC
491	3566	0532204	ABDUL SULEMAN	OBC-A			BC-A
492	3587	0532446	RANAJIT SARKAR	SC			SC
493	3588	0606901	MD MAINUZZAMAN	OBC-A			BC-A
494	3589	0512118	SOHEL RANA MONDAL	OBC-A			BC-A
495	3597	0702876	GOLAM MASUM MOLLA	OBC-A			BC-A
496	3602	0107568	SANTANU DAS	SC			SC
497	3619	1713631	GOLAM ISHA	OBC-A			BC-A
498	3629	1942818	SK LUCKY	OBC-A			BC-A
499	3632	1935882	AKHTARUL HOQUE	OBC-A			BC-A
500	3637	0815814	MINAKSHI MONDAL	SC			SC