SPANDANA

Name: Greeshma M S

Date: 01-09-2022

Sub: Offer cum Appointment Letter

Dear Greeshma M S,

Pursuant to your application and the personal interview, we are pleased to offer you employment as **Zonal HR Executive – Operations HR**. Please note that as part of your employment with the Organization, you may be required to provide your services for its affiliates. Further, in the course thereof, you are required to travel and work from time to time, at different operational locations of the Organization. In addition to the information furnished in the following clauses, you will also be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time.

You should ensure that the terms of your employment are kept confidential. If you have any queries on your employment terms, please contact Human Resources representative. Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining. Only upon the receipt of the acknowledged offer cum appointment letter agreeing to the terms and conditions therein, your employee ID will be generated. We wish to take this opportunity to welcome you to Spandana and wish you every success with this endeavor.

1. **Designation and Reporting**
   You will be designated as a **Zonal HR Executive – Operations HR** and you will report to **Associate Vice President** for assignment and duties. You are liable for posting to any other assignment and also to any place/location as per the requirement of the Organization.

2. **Remuneration**
   Your annual Cost to Company would be a maximum CTC of Rs. **2, 04,624** the details of which have been provided in Annexure-2 attached herewith. Provident fund and Employee State Insurance benefits will be provided as per the applicable acts. You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

3. **Probation and Confirmation**
   You will be on probation for a period of two months. Your performance will be reviewed during the probationary period. On the close of the probationary period, your services may either be confirmed or extended for an additional period not exceeding two months, as decided by the management. During the probationary period, if your conduct and services are found to be unsatisfactory, your services are liable for termination without assigning any reason.

SPANDANA

4. **Transfer**
You are liable to be transferred to any of the existing / proposed Branches. Failure on your part to accept the transfer and report for duty at the new place of work will entail disciplinary action incorporated termination.

5. **Termination notice/resignation**
You will be required to give 45 Day's notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to three months salary as liquidated damages. There is no guarantee of employment and nothing contained in this appointment order shall be deemed to give such a guarantee. The company retains the right to terminate any time without notice.

6. **Continuous satisfactory work performance**:
As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time. Your performance will be assessed periodically and in case not found satisfactory or consistently fail to achieve targets given to you, you will be put under the performance improvement plan and in case there is no improvement and you fail to achieve targets, we will have no other option than to invoke clause No.6 under the caption termination /resignation of your appointment letter.

7. **Leave and public holidays**
You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

8. **Medical Fitness:**
You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

9. **Superannuation:**
All confirmed employees will retire from regular services on completion of 58 years age.

10. **Adherence to policies:**
As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

11. **Conflict of Interest:**
Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

SPANDANA

12. **Statement of facts:**
It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished are found to be false or misleading, the Organization shall have the right to terminate your services without notice.

13. **Non-disclosure Agreement:**
You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Spandana. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

14. **Service of any communication:**
The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

15. **Governing law and jurisdiction:**
Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Sincerely,

SPANDANA SPHOORTY FINANCIAL LIMITED HYDERABAD

For Spandana Sphoorty Financial Limited

Declaration

I have understood the terms and conditions of this letter and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name _____

Date _____ Signature

SPANDANA

Annexure-1

List of Documents to be submitted

1. Identity proof
   a. Aadhaar Copy
   b. Voter ID/Ration card
2. Your original Educational certificates starting from 10th std
3. Three numbers of passport size photograph
4. Relieving letter from your present and past employers in you have prior experience
5. Proof of your salary drawn – copy of appointment / revision letter
6. Last month pay slip

Annexure-2 **(Amount in Rs)**

Salary Breakup		
Name	Greeshma M S	
Designation	**Zonal HR Executive**	
Description	**Per Month**	**Per Annum**
Basic	4,333	51,996
HRA	1,733	20,796
Attire Allowance	434	5,208
Washing Allowances	1,000	12,000
Statutory Bonus	1,500	18,000
PF Employer	750	9,000
Employer ESI	211	2,532
Collection Incentive*	7,091	85,092
Total CTC	**17,052**	**2,04,624**

Gross Salary Deduction	**Per Month**	**Per Annum**
Health Insurance	200	2,400

Spandana Sphoorty Financial Limited
CIN - L65929TG2003PLC040648
Plot No.31 & 32, Ramky Selenium Towers, Tower A,
Ground Floor, Financial Dist, Nanakramguda, Hyderabad - 500 032.
Ph : +91 40 48126666, Fax : 040-44386640
contact@spandanaindia.com, www.spandanaindia.com

DASKALOS VIRTUAL ACADEMY
PRIVATE LIMITED

From **14/09/2022**

DASKALOS VIRTUAL ACADEMY PVT. LTD.
2ND FLOOR, 1 TATE LANE, RICHMOND ROAD CROSS,
BANGALORE -ASHOK NAGAR - PIN560025

To
Ms. Judi Vargheese

Sub: Offer Letter for Supporting Teacher

We are pleased to appoint you as **Supporting Teacher** in our organization. Details pertaining to your employment would be as below;

Salary:

Your annual CTC would be Rs.3,00,000 (Three Lakh Indian Rupees only), 2,40,000 (Basic) and 60,000 (hostel allowance) inclusive of applicable tax, statutory deduction and allowances.

Probation/Confirmation:

You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company.

Once your employment is confirmed you can relieve from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Transfer & Posting:

Even though your first posting will be at Chalakudy, during the course of the service, you shall be liable to be posted/ transferred anywhere to serve any of the Company's office/projects or any other establishment in India, at the sole discretion of the Management. On such transfer especially out of state, employee's salary will be modified as per the norms of the organization.

Leave:

You will be eligible to the benefits of the Company's leave policies on your probation/ Confirmation in the Company's Service.

Casual leave will not be allowed to the employees if they are unable to work when a lockdown is declared in exceptional circumstances.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, 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, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

While welcoming you to the Daskalos Virtual Academy Pvt Ltd, we firmly believe that you will excel in your assignments and endeavors. We also believe that you shall strive for personal and team work contributions, which will enable to make Daskalos Virtual Academy a success story.

For **Daskalos Virtual Academy Pvt. Ltd.**

This is a computer generated document. No signature is required.

Authorized Signatory

DASKALOS VIRTUAL ACADEMY
PRIVATE LIMITED

From,

DASKALOS VIRTUAL ACADEMY PVT. LTD.
2ND FLOOR, 1 TATE LANE, RICHMOND ROAD CROSS
BANGALORE -ASHOK NAGAR

To,

Ms. Cristy Rose Jaison
Edathiparambil House, Pariyaram
P.O,Chalakudy,Thrissur

Sub: Job Offer Letter for Teacher

We are pleased to appoint you as **Teacher** in our organization. Details pertaining to your employment would be as below;

Salary: Your annual CTC would be Rs.3,00,000 (Three Lakh only) inclusive of applicable tax, statutory deduction and allowances.

Date of Joining will be immediate

Probation/Confirmation: You will be on Probation period for the first three months. Based on your performance your services will be confirmed with the company in written after three months.

During the probation period and once confirmed your employment can be terminated or you can relieve from the company by serving one month's notice period. The company can also terminate your employment by providing one month's notice without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Absence for a continuous period of Six days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's leave policies on your probation/ Confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, 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, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please bring supporting documents.

Please sign and send us a scanned copy as your acceptance within 2 days and also return to the undersigned the duplicate copy of this letter signifying your acceptance on the joining date.

We welcome you to Daskalos Virtual Academy Pvt. Ltd. and wish you a very fruitful and rewarding career.

For **Daskalos Virtual Academy Pvt. Ltd.**

This is a computer generated document. No signature is required.

Authorized Signatory

H.O @ No.106 Sai Brundavana layout, opp. Micolam factory, S.Bingipura East, City post, Bangalore, 560003
mail@mytuitionapp.com. Mob: 7558899222, 9746414470

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384374469
Applicant ID - 5492224

24-Nov-2022

Archana P S

Dear Archana,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Scan with **Fast Scan**

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384374469
Applicant ID - 5492224

24-Nov-2022

Archana P S

Dear Archana,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in EAZYPAY at CHALAKUDY. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

a) You shall be required to join the Bank on or before 28-Nov-2022.

b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.

c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

Scan with **Fast Scan**

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384413018
Applicant ID - 5484758

13-Jan-2023

Blessy James

Dear Blessy,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Blessy

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384413018
Applicant ID - 5484758

13-Jan-2023

Blessy James

Dear Blessy,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at MAALA. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

a) You shall be required to join the Bank on or before 18-Jan-2023.

b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.

c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank: Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

Blessy

ICICI Bank

Reference No. - 1384413018
Blessy James

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

  After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.

- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Blessy

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384413018
Blessy James

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.

- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.

- **Termination of Employment:** Your services with the Bank are liable to be terminated:

    - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of

        a) Any breach of the conditions mentioned in this letter on your part
        b) Any incorrect information furnished by you like:

            - Mismatch in your previous employment data even for a day
            - Mismatch in your previous pay slip
            - Fake qualification certificates etc; and

        c) Suppression of any material information by you.
        d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Blessy

Reference No. - 1384413018
Blessy James

- **General:**
  - Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI
Date: 2023.01.13 17:33:38 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Blessy
Signature of Applicant

ICICI Bank

Reference No. - 1384413018
Blessy James

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.

- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 61,008/- (Rupees Sixty One Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.

- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.

- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

Blessy

Reference No. - 1384413018
Blessy James

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.

- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.

- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by G V SUNEETHA DEVI
Date: 2023.01.13 17:33:39 +05:30
Reason: Offer Letter
Location: Mumbai

Blessy
Signature of Applicant

ICICI Bank

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

1) Self-attested copies of educational certificates and marksheets (X^{th}/XII^{th}/ Graduation/ Post graduation)
2) Work Experience Document
    b. Resignation accepted letter from current organisation
    c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
3) Passport size Photograph (against Red background)
4) Address proof (Passport/Voter id/Ration card)
5) PAN Card

Blessy

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

ICICI Bank

Remuneration Details

Name: Blessy James
Position:**Senior** Officer
Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	5,084	61,008
Superannuation Allowance **	1,200	14,400
Total	**18,284**	**2,19,408**
Retirals		
Retirals (PF, Gratuity) ***	2,236	26,832
Total Fixed	**20,520**	**2,46,240**
Performance Linked Retention Pay#	2,167	26,004
Total CTC	**22,687**	**2,72,244**

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Digitally signed by G V SUNEETHA DEVI
Date: 2023.01.13 17:33:39 +05:30
Reason: Offer Letter
Location: Mumbai

Date: 13-Jan-2023

Blessy

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

From **12/08/2022**

DASKALOS VIRTUAL ACADEMY PVT. LTD.
2ND FLOOR, 1 TATE LANE, RICHMOND ROAD CROSS,
BANGALORE -ASHOK NAGAR - PIN560025

To
Ms. Athira Valsan

Sub: Offer Letter for Teacher

We are pleased to appoint you as **Teacher** in our organization. Details pertaining to your employment would be as below;

Salary:

Your annual CTC would be Rs.3,60,000 (Three Lakh Sixty Thousand Indian Rupees only), 3,00,000 (Basic) and 60,000 (hostel allowance) inclusive of applicable tax, statutory deduction and allowances.

Probation/Confirmation:

You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company.

Once your employment is confirmed you can relieve from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Transfer & Posting:

Even though your first posting will be at Chalakudy, during the course of the service, you shall be liable to be posted/ transferred anywhere to serve any of the Company's office/projects or any other establishment in India, at the sole discretion of the Management. On such transfer especially out of state, employee's salary will be modified as per the norms of the organization.

Leave:

You will be eligible to the benefits of the Company's leave policies on your probation/ Confirmation in the Company's Service.

Casual leave will not be allowed to the employees if they are unable to work when a lockdown is declared in exceptional circumstances.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, 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, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

While welcoming you to the Daskalos Virtual Academy Pvt Ltd, we firmly believe that you will excel in your assignments and endeavors. We also believe that you shall strive for personal and team work contributions, which will enable to make Daskalos Virtual Academy a success story.

For **Daskalos Virtual Academy Pvt. Ltd.**

This is a computer generated document. No signature is required.

Authorized Signatory

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20233832464/Chennai/BPS/BTN
Date: 10/10/2023

Ms. Rejoice Joy
Achandy(H),Chattikulam P.O
Chattikulam
Chattikulam
Chalakudy-680721
Kerala
Tel# 91-9526411302

Dear Ms. Rejoice Joy,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

OTHER BENEFITS

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

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

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

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

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

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

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

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

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

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

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

TERMS OF TRAINEESHIP

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

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

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

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

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

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

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

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

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

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

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

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

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

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

9. TATA Code of Conduct:

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

10. Notice Period:

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

11. Medical Test:

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

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

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

12. Background Check:

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

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

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Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

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

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

15. Letter of Appointment

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

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

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

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

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

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**



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

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20233832464/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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

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

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

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

7. Working in SBWS Framework:

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

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

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

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

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

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

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

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representatives of both parties.

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

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

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

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384391051
Applicant ID - 5598391

30-Dec-2022

Anaswara K P

Dear Anaswara,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384413012
Applicant ID - 5571156

13-Jan-2023

Adithya R S

Dear Adithya,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team