



Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear Saranray. V

14-UC0-230

Sub: Letter of Offer

offer of employment. have successfully completed our initial selection process and we are pleased to make you a provisional Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS). You

We have diversified into verticals such as Mutual Fund, Insurance, Banking, and Private Equity Funds. employing 4500 people. Ours is a twenty eight year old organization having our Head Office in Chennai. We are India's largest Registrar & Transfer Agent having offices in nearly 300 locations across India.

Including all benefits annual CTC will be Rs 1,26,348. for the position of Assistant Processing Officer at CAMS. Your monthly gross salary will be Rs 8,250. This offer is based on your assessment and performance in the selection process. You have been selected

completion of formalities, you will be issued a Letter of Appointment by CAMS. ${
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We look forward to having you in our company.

Senior Manager – Human Resources K.Vijayakumar - a mataime care ardun For Computer Age Management Services Pvt Ltd · JO · B · · · · · ·

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Provisional Offer:

Date: 23/2/7317

Ref: Assistance Processing Officer 2016-17 Dear Mary Rathram

14-UEC-307

Sub: Letter of Offer.

Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS).You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment. We are India's largest Registrar & Transfer Agent having offices in nearly 300 locations across India employing 4500 people. Ours is a twenty eight year old organization having our Head Office in Chennai. We have diversified into verticals such as Mutual Fund, Insurance, Banking, and Private Equity Funds. This offer is based on your assessment and performance in the selection process. You have been selected for the position of Assistant Processing Officer at CAMS. Your monthly gross salary will be Rs 8,250. Including all benefits annual CTC will be Rs 1,26,348. Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to m_nasarhussain@camsonline.com within 48 hours of receiving this letter. On joining and successful ind at completion of formalities, you will be issued a Letter of Appointment by CAMS.

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

For Computer Age Management Services Pvt Ltd We look forward to having you in our company.

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Date: 23/2/2017

Dear Dillio Kumar K Ref: Assistance Processing Officer 2016-17

14-005-125

Sub: Letter of Offer.

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For Computer Age Management Services Pvt Ltd We look forward to having you in our company.

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Date: 23 2 / 2 - 1 7

Ref: Assistance Processing Officer 2016-17 Dear James Ruban.A

14-UEL-171

Sub: Letter of Offer.

Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS).You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment. We are India's largest Registrar & Transfer Agent having offices in nearly 300 locations across India employing 4500 people. Ours is a twenty eight year old organization having our Head Office in Chennai. We have diversified into verticals such as Mutual Fund, Insurance, Banking, and Private Equity Funds. This offer is based on your assessment and performance in the selection process. You have been selected for the position of Assistant Processing Officer at CAMS. Your monthly gross salary will be Rs 8,250. Including all benefits annual CTC will be Rs 1,26,348. kindly confirm your acceptance of this offer by mailing a signed copy of this letter to while to contions arrease and a m_nasarhussain@camsonline.com within 48 hours of receiving this letter. On joining and successful completion of formalities, you will be issued a Letter of Appointment by CAMS. Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of CAMS as applicable to you and the changes therein from time to time.

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14-024-050

Ref: Assistance Processing Officer 2016-17 Dear Gopinath. M

Sub: Letter of Offer.

Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment. We are India's largest Registrar & Transfer Agent having offices in nearly 300 locations across India employing 4500 people. Ours is a twenty eight year old organization having our Head Office in Chennai. We have diversified into, verticals such as Mutual Fund, Insurance, Banking, and Private Equity Funds. This offer is based on your assessment and performance in the selection process. You have been selected for the position of Assistant Processing Officer at CAMS. Your monthly gross salary will be Rs 8,250. Including all benefits annual CTC will be Rs 1,26,348. Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to m_nasarhussain@camsonline.com within 48 hours of receiving this letter. On joining and successful completion of formalities, you will be issued a Letter of Appointment by CAMS. Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of CAMS as applicable to you and the changes therein from time to time.

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Date: 23 2 17

Ref: Assistance Processing Officer 2016-17 Japadeesh.

14-UC0-059

Sub: Letter of Offer.

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Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS).You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment. We are India's largest Registrar & Transfer Agent having offices in nearly 300 locations across India employing 4500 people. Ours is a twenty eight year old organization having our Head Office in Chennai. We have diversified into verticals such as Mutual Fund, Insurance, Banking, and Private Equity Funds. This offer is based on your assessment and performance in the selection process. You have been selected for the position of Assistant Processing Officer at CAMS. Your monthly gross salary will be Rs 8,250. Including all benefits annual CTC will be Rs 1,26,348. Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to m_nasarhussain@camsonline.com within 48 hours of receiving this letter. On joining and successful 100 tool lans prove ledie completion of formalities, you will be issued a Letter of Appointment by CAMS. Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of CAMS as applicable to you and the changes therein from time to time.

For Computer Age Management Services Pvt Ltd We look forward to having you in our company.

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And Your Services	Pro Ref: Assistance Processing Officer 2016-17 Dear <u>John Pour Ran</u> Sub: Letter of Offer. Thank you for exploring career opportuniti have successfully completed our initial se	offer of employment. We are India's largest Registrar & Transfer Agent employing 4500 people. Ours is a twenty eight yea We have diversified into verticals such as Mutual Fur This offer is based on your assessment and perform for the position of Assistant Processing Officer at Including all benefits annual CTC will be Rs 1,26,343 .	Kindly confirm your acceptance of this offer by mailing a signed m_nasarhussain@camsonline.com within 48 hours of receiving this letter. completion of formalities, you will be issued a Letter of Appointment by CAMS. Your appointment will be governed by the policies, rules, regulations, practices of CAMS as applicable to you and the changes therein from time to time.	We look forward to having you in our company. For Computer Age Management Services Pvt Ltd K.Wijayakumar Senior Manager – Human Resources	For the candidate to complete the provision of the provisional letter on 23. This is to confirm that I have received the provisional letter on 23. Name: sector of the provisional letter on 23. Signature:	 Stilot W magize - Human Rascurces Stilot W magize - Human Rascurces In the complete Management Service Station Reservice Station Reservice Management Service Manag

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Dear Joseph Tvan Macalsta. S **Ref: Assistance Processing Officer 2016-17**

14-000-074

Sub: Letter of Offer.

have successfully completed our initial selection process and we are pleased to make you a provisional Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS). You offer of employment.

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We look forward to having you in our company. For Computer Age Management Services Pvt Ltd · • • • • • • • • • • • • • in the second of the second in the second second

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Date: 23/2/2017

pear V.S. Albert Naresh Ref: Assistance Processing Officer 2016-17

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Sub: Letter of Offer.

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We look forward to having you in our company.

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Ref: Assistance Processing Officer 2016-17 Dear R. Balay"

Sub: Letter of Offer.

14-UC0-154

Thank you for exploring career opportunities with Computer Age Management Service Pvt Ltd (CAMS). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment.

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Deloitte.

Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited

Plot No 14 & 15, Deloitte Drive, Road No. 2 Hi-tec City Layout, Madhapur Hyderabad, Telangana – 500 081 INDIA Tel: +91 40 6670 4000 Fax: +91 40 6670 4005

http://www.deloitte.com

14-UC0-257

February 10, 2017

Mr. Mathew Thomas Parampil Parampil(H), T.B Road Kanjirapally, Kottayam - 686507

Subject: Offer of Employment

Dear Mathew Thomas:

On behalf of **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Audit Assistant** - **AERS** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 21, 2017**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.3**,86,508/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on August 21, 2017, or an

Registered office : RMZ Futura, Block B, 2nd Floor, Plot # 14 & 15, Road # 2, Hi-Tec City Layout, Madhapur , Hyderabad - 500 081

alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure. Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Bengaluru, Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Mathew Thomas, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited

Best regards,

Usha Sri Tangirala Authorized Signatory

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Mr. Mathew Thomas Parampil

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Acceptance

I, Mathew Thomas Parampil, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records or shall be provided to do the mountain agreed furnish all the documents for your records or shall be provided to the employer on the mutually agreed

- Passport Copy
- Copy of the PAN Card •
- Three color passport photographs (Self) •

Please sign and date your Acceptance

HATHEW THOMAS

Feb 11, 2017

Signature

Date

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Annexure A

Mr. Mathew Thomas Parampil

Audit Assistant - AERS

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	11,300	1,35,600
House Rent Allowance (HRA)	5,650	67,800
Special Allowance ^{1a&1b}	3,576	42,912
Medical Allowance ²	1,250	15,000
Leave Travel Allowance ³	1,130	13,560
Meal Vouchers ⁴	2,200	26,400
Conveyance Allowance ⁵	1,600	19,200
Differential Allowance(L)	3703	44436
Employer's contribution to PF	1,800	21,600
Fotal Salary (in Rs.)	32,209	3,86,508
appl	will be eligible for a performance linked van icable, it will be paid out on the 31st of Aug primance and performance of the business	riable bonus. If ust on the basis of your
edical Insurance Premium ⁶	1,408	16,897

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Registered office : RMZ Futura, Block B, 2nd Floor, Plot # 14 & 15, Road # 2, Hi-Tec City Layout, Madhapur , Hyderabad - 500 081



18 Fuel Espenses

Audit Assistant

^{1a} All employees may claim tax exemption, subject to tax rules from time to time, from their Special Atlantative composest incorrect towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below. Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs.3,000/- per month

Rs.7.500/- per month

Petrol / Insurance / Repairs &

Maintenance

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1a} The internet/telephone/mount expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for at ^{1b} The above limits (Driver / Fuel / Repairs & Maintenance expenses) is applied for taxation purpose. ^{1b} The above limits for claiming venicle running expenses (Driver / ruei / kepairs & Maintenance expenses) is applicable of those who are on company car lease program. Prevalent perquisite valuation rules would be applied for taxation purposes. All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit the matter towards lease rental will be paid by the firm on your behalf to the leasing company and your commensation towards the sentence of th All employees at and above Senior Stan are engine for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be issued that will supersede this lease for the new compensation structure will be issued that will supersede this lease for the sentence of amount towards lease rental will be paid by the firm on your benall to the leasing company and your compensation structure will be issued that will supersede this letter for all practical

- ² The Medical Allowance will be paid on a monthly basis. Bills towards legitimate medical expenses incurred by you and your immediate
- ³ The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the paid of a LTA would submit proof of expenses incurred by you for Self and / your immediate demokers. The paid was The Leave Travel Anowance (LTA) will be paid on a monuny basis as an anowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability

or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form. ⁴ Meal Vouchers will be issued at the start of each month and for the first month (For New Hires) prorated amount will be processed as a taxable amount with the select

⁵ The Conveyance Allowance will be paid on a monthly basis as a tax exempted component. For Professionals who are on the company

⁶ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium

amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the

You will also be entitled to Round-the-clock Personal Accident & Group Life Insurance Coverage for self. Premium towards the same is

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

2016-17

Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited

Plot No 14 & 15, Deloitte Drive, Road No. 2 Hi-tec City Layout, Madhapur Hyderabad, Telangana – 500 081 INDIA Tel: +91 40 6670 4000 Fax: +91 40 6670 4005

http://www.deloitte.com

February 14, 2017

Mr. Gautam M 63, Pachiyappas College Hostel Road Chetpet, Chennai - 600031

15-PC0-005

Subject: Offer of Employment

Deloitte.

Dear Gautam:

On behalf of **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Audit Assistant - AERS** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 21, 2017**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.4,26,504**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on August 21, 2017, or an

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alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Bengaluru, Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Gautam, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited

Best regards,

Usha Sri Tangirala Authorized Signatory

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Madhania Hidanahad rooma

Mr. Gautam M

Acceptance

I, Gautam M, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

- Passport Copy .
- Copy of the PAN Card •
- Three color passport photographs (Self) •

Please sign and date your Acceptance

H.GRUTPH

Feb 15, 2017

Signature

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Date

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Mathew Thomas Parampil

Hyderabad

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at RMZ Futura, Block B, 4th Floor, Plot # 14 & 15, Road # 2, Hi-Tec City Layout, Madhapur, Hyderabad – 500081 (the "Employer") as Audit Assistant - AERS and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

- 1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Audit Assistant - AERS of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential*

Registered office : RMZ Futura, Block B, 2nd Floor, Plot # 14 & 15, Road # 2, Hi-Tec City Layout, Madhapur , Hyderabad - 500 081



Information to anyone outside a Deloitte Entity without the prior written approval of an Authorized Signatory, except as required by my authorized duties for the Employer, nor use any such Confidential Information for any purpose other than for the benefit of a Deloitte Entity.

- 5. Third Party Information and Property. I agree that during my Employment, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an Authorized Signatory. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the Deloitte Entities become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the Deloitte Entities for any legal defense costs and/or damages related to any such claim.
- Authorization. Only employees of the Employer holding a senior or managerial position with the 6. Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. Competing Activities and Conflict of Interest. During the period of my Employment I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a Deloitte Entity, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a Deloitte Entity, or otherwise create a conflict, or the appearance of a conflict, of interest with a Deloitte Entity. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a Deloitte Entity, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a Deloitte Entity, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the Systems only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or Systems performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal Electronic Communications and, as such, are Deloitte Property.

I further acknowledge that I am not authorized to use the Systems for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the Systems for the purpose of obtaining Deloitte Property for a competitor of a Deloitte Entity, transmitting Deloitte Property to me (e.g., emailing Confidential Information to my personal email address) or to a third party for purposes other than furthering the business objectives of a Deloitte Entity. I am not authorized to download a Deloitte Entity's Confidential Information or other Deloitte Property to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a Deloitte Entity.

LT LARSEN & TOUBRO

Larsen & Toubro Limited, Construction Power Transmission & Distribution Manapakkam, Chennai - 600 089, INDIA Chennai - 600 089, INDIA Fax : +91-44-2270 5482 Fax : +91-44-2270 5482

L&T CONSTRUCTION/GCT/2017/27

06.02.2017

14-030-215

Mr. C. ANIRUDH B.COM LOYOLA COLLEGE

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Commercial Trainee** on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.

During the course of your training, the Company will pay you the following salary:

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COMPANY'S TRAINING SCHEME (For 12 months)	Project Based	Rs.8500	Rs.4400	Rs.12900	
COMPANY'S TR/ (For 12 I	Office Based	Rs.8500	Rs.5200	Rs.13700	
PARTICULARS		STIPEND (P.M.)	FLEXIPAY1 (P.M.)	TOTAL	

2

Registered Office: L&T House, N. M. Marg. Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

L&T Construction • Power Transmission & Distribution is a brand of Larsen & Toubro Limited

Mr.C. ANIRUDH

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TR/	COMPANY'S TRAINING SCHEME
	(For 12 months)	months)
FARILCULARS	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our DGM - Works (TLT & Rolling Mill), TLT - Pondicherry, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-1.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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Mr. C. ANIRUDH

- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- Breach of any of the conditions of this agreement:
 - Any misconduct on your part;
- Failure to carry out any of your duties and obligations;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission. d C D a
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate 13)

he Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and manufacturing particularly the drawings, quotations, specifications and other information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim anising in connection with this at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the such interim reliefs as the Company or the Employee may in its discretion deem fit. The contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T employee shall be respectively entitled to approach the Court of competent jurisdiction for venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India. 17
- The company reserves the right to verify your documents and background through internal These may include your current / previous employment history, educational/professional credentials and other background checks. or external agencies. 18)

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Mr. C. ANIRUDH

19.

Code of Conduct : You shall abide by the Internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gilt policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policles which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with Immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://Intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017.

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card

5

Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

Yours faithfully, 2

(SRIKANT SRINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature) I will report on (Date)



Larsen & Toubro Limited, Construction P ower Transmission & Distribution P. B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Tel : +91-44-2252 6000, 2252 8000 Fax : +91-44-2270 5482 www.Lntecc.com

L&T CONSTRUCTION/GCT/2017/28

14-UEC-266

06.02.2017

Mr. ASHWIN SHYAM BA - ECONOMICS LOYOLA COLLEGE

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- During the course of your training, the Company will pay you the following salary:

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	FLEXIPAY1 (P.M.)	STIPEND (P.M.)		PARTICULARS	
Re 13700	M.) Rs.5200) Rs.8500	Office Based	RS (For 12 months)	COMPANY'S TR
Re 12900	Rs.4400	Rs.8500	Project Based	months)	COMPANY'S TRAINING SCHEME

Registered Office: 1.87 House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - 199999MH1946PLC004768 L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

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	COMPANY'S TRAINING SCHEME (For 12 months)	AINING SCHEME
PARTICULARS	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs. 12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (TL), Chennai Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.

9

- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs. 11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

12) in the event of any of the following:-The Company shall have the right to terminate this agreement forthwith without any notice

Breach of any of the conditions of this agreement:

(b) Any misconduct on your part;

Failure to carry out any of your duties and obligations;

- (c) Failure to carry out any of your duties and obligations,
 (d) Being continuously absent from or omit to attend to your work for 10 days without the omission. Company's previous permission in writing, whatever be the cause of such absence or
- <u>1</u>3) to the other and upon expiration of such period of one month, the training hereunder shall Either party can terminate the training hereunder by giving one month's notice in writing terminate.

of termination as provided hereinabove, all benefits / perquisites / allowances shall stand your employment is detrimental to the interest of the Company. Provided that, in the event notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of on the date of your termination. forfeited immediately, and you will only receive any statutory benefits as applicable to you The Company may at its sole discretion terminate the Contract of Employment without

- 14) You are to treat the following as strictly confidential
- Your salary, allowances, benefits, rewards.
- particularly the drawings, quotations, specifications and The affairs of the Company and its customers of which you may be cognizant and information. other manufacturing

anyone. Violation of this would be viewed as a serious breach of conduct By accepting employment with the Company, you undertake not to disclose the above to

- 15) You will treat the terms of this agreement as confidential
- 16) You will keep us informed of your local / contact address whenever there is any change.
- 17) such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T Disputes & Arbitration: Any dispute or difference or claim arising in connection with this binding on the parties. The governing law shall be the laws of India.
- educational/professional credentials and other background checks. or external agencies. These may include your current / previous employment history, The company reserves the right to verify your documents and background through internal

18)

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19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gitt policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://Intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017.

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate
- e. Two prints each of your recent colour photograph in passport size and stamp size
- f. Your local address.
- 9. The name of your Bank and Account number where the salary has to be credited.
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card

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Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

in token of your agreement of the terms and conditions thereof, within 10 days from the Please sign and return to us the duplicate copy of this letter at our Chennai Office address. date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

Mount Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089. All Communications/Notices should be addressed to HR

Yours faithfully, for LARSENIX TOUBRO LIMITED

VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC (SRIKÅNT SRINIVASAN)

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof. I will report on (Signature)

(Date)

(لحج) LARSEN & TOUBRO

Larsen & Toubro Limited, Construction Power Transmission & Distribution P. B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Tel : +91-44-2252 6000, 2252 8000 Fax : +91-44-2270 5482 www.Lntecc.com

L&T CONSTRUCTION/GCT/2017/39

Mr. SUGANTH PRAKASH S

14-UC0-264

06.02.2017

B.COM - COMMERCE LOYOLA COLLEGE

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by With reference to the interview you had with us, we have pleasure in selecting you as the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme. 7
- may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and During the course of your training period, you will carry out all directions and instructions manner of your training will be decided solely by the Company at its discretion and you Companies. 5
- During the course of your training, the Company will pay you the following salary:

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	COMPANY'S TR/ (For 12 r	COMPANY'S TRAINING SCHEME (For 12 months)	12
	Office Based	Office Based Project Based	
STIPEND (P.M.)	Rs.8500	Rs.8500	ы.
FLEXIPAY1 (P.M.)	Rs.5200	Rs.4400	
TOTAL	Rs.13700	Rs.12900	
			_

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946FLC004768

1&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

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	COMPANY'S TRAINING SCHEME	AINING SCHEME
	(For 12 months)	nonths)
PARIICULARS	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (EHV SS & PD), Delhi Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- Breach of any of the conditions of this agreement:
- Failure to carry out any of your duties and obligations;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or (a) Breach of any of the condition
 (b) Any misconduct on your part;
 (c) Failure to carry out any of you
 (d) Being continuously absent fro omission.
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. 13)

notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand The Company may at its sole discretion terminate the Contract of Employment without forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential (4
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the The employee shall be respectively entitled to approach the Court of competent jurisdiction for venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T such interim reliefs as the Company or the Employee may in its discretion deem fit. binding on the parties. The governing law shall be the laws of India. 17)
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

18)

Mr. SUGANTH PRAKASH S

19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and */*or other policies which may become applicable from time to time. Any violation */*breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

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Mr. SUGANTH PRAKASH S

Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

in token of your agreement of the terms and conditions thereof, within 10 days from the Please sign and return to us the duplicate copy of this letter at our Chennai Office address, date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

Mount Department, All Communications/Notices should be addressed to HR Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

for LARSEN & TOUBRO LIMITED VICÈ PRESIDENT & HEAD - HR (SRIKAMT SRINIVASAN) Yours faithfully.

POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof. I will report on (Signature)

(Date)



Larsen & Toubro Limited, Construction Water & Effluent Treatment P. B. No. 979, Mount Poonamallee Road Manapakkam Chennai - 600 089, INDIA Chennai - 600 089, INDIA Tel : +91-44-2525 6000, 2252 8000 Fax : +91-44-2319 4949 www.Lntecc.com

GCT 2017 / W&ET IC /B.Com /LYA /18

Mr.Sommu Alagappan

14-UC0-360

2nd February, 2017

Loyola - Chennai

Dear Sir,

Sub: Appointment as Graduate Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Trainee on the following terms and conditions, subject to you passing your final Degree Examination in FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 1 Year from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3) During the course of your training, the Company will pay you the following salary:

TOTAL	FLEXIPAY1	STIPEND		Particulars
13700	5200	8500	Office Based	Company's Tra First 12
12900	4400	8500	Project Based	Company's Training Scheme – M First 12 months
Programming			Ut WARE I SEA DURE	nation a scattering to t

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

Rs.4100/-	Rs.2600/-	Reimbursement of Out-of- Pocket expenses (P.M.)
Remote Project	Normal Project	24
Company's Training Scheme - First 12 months	Company's Training Sc First 12 months	PARTICULARS

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.; CIN - L99999MH1946PLC004768

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Mr.Sommu Alagappan

- 4 A lump sum amount of Rs.12,000/- will be payable to Graduate trainees on successful completion of the said 1 Year of training period
- 5) Gratuity: Training Period will not be considered for gratuity.

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- 6 Organization, under which at present the employee shall subscribe a sum equal to 12% of his Provident Fund: You will be eligible for Provident Fund from the day of your joining our monthly salary and the Company contributes an equivalent amount.
- ビ Report to Our Cluster Head - Water & Effluent Treatment, Ahmedabad Who will advise you on You will be assigned to work in our Water & Effluent Treatment Independent Company. Please will not be eligible for reimbursement of any expenses that you may incur for reporting. your initial place of posting. You have to join duty at your own Expenses. Please note that you
- 8 training on all days or has not fulfilled the learning objectives. During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I. The Company may extend the training period if the trainee has not attended
- 9 On successful completion of the said 1 Year training period to the satisfaction of the Company of 1 Cadre as Supervisor on a basic salary of Rs.11,900/- per month. Company at that time, the Company will consider offering you employment in the Company's Swhich the Company shall be the sole judge and depending on the vacancies existing in the
- 10) You shall not at any time engage in, or be concerned with, or be interested in, directly or prejudicial to the interests of the Company and/or its business (the Company being the sole indirectly, in any business work or activity other than that of the Company or commit any act judge thereof).
- 11) the event of any of the following:other and upon expiration of such period of one month, the training hereunder shall terminate. Either party can terminate the training hereunder by giving one month's notice in writing to the The Company shall have the right to terminate this agreement forthwith without any notice in

(a) (c) (a) Breach of any of the conditions of this agreement:

Any misconduct on your part;

Failure to carry out any of your duties and obligations;

- Being continuously absent from or omit to attend to your work for 10 days without the omission. Company's previous permission in writing, whatever be the cause of such absence or
- and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your The Company may at its sole discretion terminate the Contract of Employment without notice immediately, and you will only receive any statutory benefits as applicable to you on the date of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited employment is detrimental to the interest of the Company. Provided that, in the event of your termination.

12)

You are to treat the following as strictly confidential

13)

Your salary, allowances, benefits, rewards.

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The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

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anyone. Violation of this would be viewed as a serious breach of conduct. By accepting employment with the Company, you undertake not to disclose the above to

- 14) You will treat the terms of this agreement as confidential.
- 15) You will keep us informed of your local / contact address whenever there is any change
- 16) at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as Disputes & Arbitration: Any dispute or difference or claim arising in connection with this law shall be the laws of India.
- 17) educational/professional credentials and other background checks. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history,

On arrival at our office, please contact our Personnel Department along with the following documents in original and a set of photocopy :

- S.S.C /10th Std examination mark-sheet cum certificate
- HSC / Intermediate examination mark-sheet cum certificate
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the
- Attested copies of Degree certificate / provisional certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining. results have not been declared.
- Your recent colour photographs (4 Nos. : 2 passport-sized and 2 stamp-sized each)
- Your local address.

not interested in our offer. Thereafter, this offer of appointment as GRADUATE TRAINEE shall this letter. In case we do not hear anything from you by that date, we will presume that you are token of your agreement of the terms and conditions thereof, within 10 days from the date of Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in lapse automatically.

Yours faithfully,

for LARSEN & TOUBRO LIMITED 10m wohan

WATER & EFFULENT TREATMENT IC

rr33:rev:02

I will report on

Signature

Encl: As above

∠→ LARSEN & TOUBRO

Larsen & Toubro Limited, Construction Power Transmission & Distribution P. B. No. 979, Mount Poonamalee Road, Manapakkam, Chennai - 600 089, INDIA Tal: +91-44-2270 5482 Tar: +91-44-2270 5482 Tar: +91-44-2270 5482 tar: +91-44-2270 5482

L&T CONSTRUCTION/GCT/2017/30

Mr. LAVESH SANGHAVI S B.COM - COMMERCE LOYOLA COLLEGE

14-000-420

06.02.2017

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and dilgently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3) During the course of your training, the Company will pay you the following salary.

1		1		3	
COMPANY'S TRAINING SCHEME	(For 12 months)	Office Based Project Based	Rs.8500	Rs.4400	Rs.12900
COMPANY'S TR	(For 12	Office Based	Rs.8500	Rs.5200	Rs.13700
	PARTICULARS		STIPEND (P.M.)	FLEXIPAY1 (P.M.)	TOTAL

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

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Mr.LAVESH SANGHAVI S

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TR	COMPANY'S TRAINING SCHEME
	(For 12	(For 12 months)
	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (TL), Nagpur Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs. 11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- (a) Breach of any of the conditions of this agreement:
 - (b) Any misconduct on your part;
- Failure to carry out any of your duties and obligations;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission <u>0</u> 0
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. 13)

notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event The Company may at its sole discretion terminate the Contract of Employment without of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential 12
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration &Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the such interim reliefs as the Company or the Employee may in its discretion deem fit. The employee shall be respectively entitled to approach the Court of competent jurisdiction for venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India. 17)
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history educational/professional credentials and other background checks. 18)

Mr. LAVESH SANGHAVI S

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19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://Intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017.

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- h. The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

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Mr. LAVESH SANGHAVI S

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Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

for LARSEN A TOUBRO LIMITED Yould's faithfully,

(SRIKANT SRINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

 I will report on
 I will report on

 (Signature)
 (Date)



Larsen & Toubro Limited Heavy Civil Infrastructure P. B. No. 979, Mount Poonamallee Road, Ananpakkan 2000, NDIA Chennai - 600, 089, NDIA Chennai - 600, 089, NDIA Tei: +91-44-3319, 2000, 3319, 3000 Fax: +91-44-3319, 2050 Www.Linecc.com

A-OT/ST-T/AP-1/21377

Mr.RAJIV L, Flat No:1, Sri balaji Janani apartments, Door no:70,7th Main road, Ram nagar north extension, Velachery,Chennai, Tamil Nadu

04th February 2017

14-000-607

Dear Sir,

Sub: Appointment as GRADUATE COMMERCIALTRAINEE

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIALTRAINEE** on the following terms and conditions, subject to your passing the final year Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1. Your period of training will be for **Twelve months** from the date you report for training under Company's Training Scheme.
- 2. During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3. During the course of your training, the Company will pay you the following salary:

ĥ	PARTICULARS	Office Based	Project Based
S	STIPEND	₹.8,500	₹.8 500
ш.	FLEXIPAY1	₹.5.200	₹ 4 400
	TOTAL	₹.13.700	₹ 12 000
]		22.62.	112,300

Registered Office: L&T House, N. M. Marg. Ballard Estate. Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946FLC004768

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Mr.RAJIV L

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME (12 months)	CHEME (12 months)
PARILOULARS	Normal Project	Remote Project
Reimbursement of		
Out-of-Pocket	₹.2,600/-	₹.4,100/-
expenses (P.M.)		

- A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIALTRAINEES on successful completion of the aforesaid training period.
- 5. Gratuity: The first year of your training will not be considered for gratuity.
- 6. Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7. You will be assigned to work at our Ahmedabad UG Metro Project Heavy Civil Infrastructure Independent Company in Metros Business Unit. Please report to Cluster Head-Mumbai.
- 8. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 10. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 11.On successful completion of the aforesaid training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of ₹.11,900/- per month.

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- 12. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly; in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
- 13. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

Breach of any of the conditions of this agreement:

- Any misconduct on your part;
- Failure to carry out any of your duties and obligations;

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- iii. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 14. Either party can terminate the training hereunder by giving one month's notice in writing to the other, and upon the expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

15. You are to treat the following as strictly confidential

- i. Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

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- 16. You shall treat the terms of this agreement as confidential
- 17. You will keep us informed of your local / contact address whenever there is any change.
- approach the Court of competent jurisdiction for such interim reliefs as the shall be at Chennai. The award of the arbitrator shall be final and binding on the appointed by L&T at its sole discretion. The arbitration proceedings shall be shall be English. Each of L&T or the employee shall be respectively entitled to Company or the Employee may in its discretion deem fit. The venue of arbitration governed by the Arbitration & Conciliation Act, 1996. The language of arbitration 18. Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator parties. The governing law shall be the laws of India.
- would be intimated in June/July 2017. Please note that requests for extension in 19. Please note that you have to join us for the training at our Cluster Office which joining time will not be entertained.
- 20. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested Xerox copies:

- S.S.C or equivalent examination mark-sheet. ъ.
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining. Ċ
 - Proof of age either S.S.C or School Leaving Certificate. ъ.
- Two prints each of your recent colour photographs in passport size and stamp size. e.
 - Your local address proof.

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Mr.RAJIV L

Please sign and return to us the duplicate copy of this letter addressing Head-Talent Acquisition, Larsen & Toubro, Heavy Civil Infrastructure Independent Company, TC-3 Building, Tower A, 4th floor, B Wing, Mount Poonamallee Road, Manapakkam,PB No.979, Chennai-600089, Tamilnadu, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIALTRAINEE shall lapse automatically.

Yours faithfully, for LARSEN & TOUBRO LIMITED (K.R.Ravi) (VP & Head-Human Resources Heavy Civil Infrastructure Independent Company

Encl: As above

rr18 rev:03

the interview you had with us, we have pleasure in selecting erms and conditions, subject to you passing your final Deg found medically fit by the Company's Doctor. d of training will be for 1 Year from the date you report for t theme. e course of your training period, you will carry out all dire ill be decided solely by the Company at its discretion and bart of your training, in any of the Departments/Offices/P your duties and obligations assigned to you. The cou /ou by the Company, its officers and representatives and Associates/Subsidiary Companies. course of your training, the Company will pay you the followi

Particulars	Company's Tra First 12	Company's Training Scheme – First 12 months
	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400

- be payable to Graduate trainees on successful completion of the said 1 Year of training period. A lump sum amount of Rs.12,000/- will 4
- Gratuity: Training Period will not be considered for gratuity. 2
- Organization, under which at present the employee shall subscribe a sum equal to 12% of his Provident Fund: You will be eligible for Provident Fund from the day of your joining our monthly salary and the Company contributes an equivalent amount. 6)
 - (ou will be assigned to work in our Water & Effluent Treatment Independent Company. Please Report to Our Cluster Head - Water & Effluent Treatment, Ahmedabad Who will advise you on your initial place of posting. You have to join duty at your own Expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. 1
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives. 8
- On successful completion of the said 1 Year training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's Sl Cadre as Supervisor on a basic salary of Rs.11,900/- per month. 6
- You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole udge thereof). 10
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-11)
- Breach of any of the conditions of this agreement: (a)
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or (b) Any misconduct on your part;
 (c) Failure to carry out any of your duties and obligations;
 (d) Being continuously absent from or omit to attend to omission.
- and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of The Company may at its sole discretion terminate the Contract of Employment without notice /our termination. 12)
- You are to treat the following as strictly confidential 13)

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The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information. By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

- You will treat the terms of this agreement as confidential. 14)
- You will keep us informed of your local / contact address whenever there is any change. 15)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India. 16)
- The company reserves the right to verify your documents and background through internal or These may include your current / previous employment history, educational/professional credentials and other background checks. external agencies. 17)

On arrival at our office, please contact our Personnel Department along with the following documents in original and a set of photocopy :

- S.S.C /10th Std examination mark-sheet cum certificate А
- HSC / Intermediate examination mark-sheet cum certificate A
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate / provisional certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining A
 - Your recent colour photographs (4 Nos.: 2 passport-sized and 2 stamp-sized each). А
 - Your local address. A

Please sign and return to us the duplicate copy of this letter at our Chennai Office address. in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE TRAINEE shall lapse automatically.

for LARSEN & TOUBRO LIMITED Yours faithfully,

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(S. RAMKISHORE)

WATER & EFFULENT TREATMENT IC **HEAD – HUMAN RESOURCES**

I have read the letter and accept my selection and all the terms and conditions thereof. Encl: As above I will report on

Signature

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Heavy Civil Infrastructure P. B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Tel: +91-44-3319 2000, 3319 3000 Fax: +91-44-3319 2950 Larsen & Toubro Limited Construction www.Lntecc.com

A-OT/ST-T/AP-1/21370

Mr.Shaik Ahamed M J no 12/30, Writter street,

14-000-110

04th February 2017

Cantonment, Poonamalle Chennai, Tamil Nadu - 600056

Dear Sir,

Sub: Appointment as GRADUATE COMMERCIALTRAINEE

With reference to the interview you had with us, we have pleasure in selecting you as subject to your passing the final year Examination in the FIRST attempt and GRADUATE COMMERCIALTRAINEE on the following terms and conditions, being found medically fit by the Company's Doctor.

- 1. Your period of training will be for Twelve months from the date you report for training under Company's Training Scheme.
- 2. During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3. During the course of your training, the Company will pay you the following salary:

PARTICULARS	Office Based	Project Based
STIPEND	₹.8,500	₹.8,500
FLEXIPAY1	₹.5,200	₹.4,400
TOTAL	₹.13,700	₹.12,900

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Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Heavy Civil Infrastructure is a brand of Larsen & Toubro Limited

Mr.SHAIK AHAMED M J

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME (12 months)	CHEME (12 months)
PARTICULAKS	Normal Project	Remote Project
Reimbursement of		
Out-of-Pocket	₹.2,600/-	₹.4,100/-
expenses (P.M.)		

- A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIALTRAINEES on successful completion of the aforesaid training period.
- 5. Gratuity: The first year of your training will not be considered for gratuity.
- Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7. You will be assigned to work at our Lucknow Metro-07 Project, of Heavy Civil Infrastructure Independent Company in METROS Business Unit. Please report to Cluster Head-Delhi.
- 8. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 10. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 11. On successful completion of the aforesaid training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of ₹.11,900/- per month.

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- 12. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly; in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
- 13. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

Breach of any of the conditions of this agreement:

- Any misconduct on your part;
- Failure to carry out any of your duties and obligations;

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- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 14. Either party can terminate the training hereunder by giving one month's notice in writing to the other, and upon the expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

15. You are to treat the following as strictly confidential

- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

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16. You shall treat the terms of this agreement as confidential.

- 17. You will keep us informed of your local / contact address whenever there is any change.
- 18. Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 19. Please note that you have to join us for the training at our Cluster Office which would be intimated in June/July 2017. Please note that requests for extension in joining time will not be entertained.
- 20. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet. b. Mark Sheets of Deoree of all the sem
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
 - c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
 - d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photographs in passport size and stamp size.

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Your local address proof.

Mr.Shaik Ahamed M J

Please sign and return to us the duplicate copy of this letter addressing Head-Talent Acquisition, Larsen & Toubro, Heavy Civil Infrastructure Independent Company, TC-3 Building, Tower A, 4th floor, B Wing, Mount Poonamallee Road, Manapakkam,PB No.979, Chennai-600089, Tamilnadu, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIALTRAINEE shall lapse automatically.

Yours faithfully, for LARSEN & TOUBRO LIMITED (K.R.Ravi) VP & Head-Human Resources Heavy Civil Infrastructure Independent Company

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof. I will report on ______________________________(Signature)

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Larsen & Toubro Limited Construction Heavy Civil Infrastructure P. B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Tel: +91-44-3319 2000, 3319 3000 Fax: +91-44-3319 2950 www.Lntecc.com

A-OT/ST-T/AP-1/21368

Mr.ADEN JOVIS S5, B BLOCK, THANGAM AVENUE AMMA MANDAPAM ROAD MAMBALAM SALAI TRICHY,Tamil Nadu

04th February 2017

14 - USO - 023

Dear Sir,

Sub: Appointment as GRADUATE COMMERCIALTRAINEE

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIALTRAINEE** on the following terms and conditions, subject to your passing the final year Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1. Your period of training will be for **Twelve months** from the date you report for training under Company's Training Scheme.
- 2. During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3. During the course of your training, the Company will pay you the following salary:

PARTICULARS	Office Based	Project Based
STIPEND	₹.8,500	₹.8,500
FLEXIPAY1	₹.5,200	₹.4,400
TOTAL	₹.13,700	₹.12,900

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Heavy Civil Infrastructure is a brand of Larsen & Toubro Limited

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Mr.ADEN JOVIS

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME (12 months)	CHEME (12 months)
PARTICULARS	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

- A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIALTRAINEES on successful completion of the aforesaid training period.
- 5. Gratuity: The first year of your training will not be considered for gratuity.
- Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- You will be assigned to work at our Kachchidargah Bridge Project of Heavy Civil Infrastructure Independent Company in Nuclear & Special Bridges Business Unit. Please report to Cluster Head - Kolkata.
- 8. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 10. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 11.On successful completion of the aforesaid training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of $\overline{x}.11.900$ /- per month.

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- Company or commit any act prejudicial to the interests of the Company and/or its directly or indirectly; in any business work or activity other than that of the 12. You shall not at any time engage in, or be concerned with, or be interested in, business (the Company being the sole judge thereof).
- 13. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

Breach of any of the conditions of this agreement:

Any misconduct on your part;

- Failure to carry out any of your duties and obligations;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission. ≔i∷≣
- 14. Either party can terminate the training hereunder by giving one month's notice in writing to the other, and upon the expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of ermination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination

15. You are to treat the following as strictly confidential

- Your salary, allowances, benefits, rewards. .<u>..</u>:
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information. :=

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

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- 16. You shall treat the terms of this agreement as confidential
- 17. You will keep us informed of your local / contact address whenever there is any change.
- 18. Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 19. Please note that you have to join us for the training at our Cluster Office which would be intimated in June / July 2017. Please note that requests for extension in joining time will not be entertained.
- 20. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
 c. Attested copies of Degree certificate and final year / semester mark
 - c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
 - d. Proof of age either S.S.C or School Leaving Certificate.
- Two prints each of your recent colour photographs in passport size and stamp size.

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f. Your local address proof

Please sign and return to us the duplicate copy of this letter addressing Head-Talent Acquisition, Larsen & Toubro, Heavy Civil Infrastructure Independent Company, TC-3 Building, Tower A, 4th floor, B Wing, Mount Poonamallee Road, Manapakkam,PB No.979, Chennai-600089, Tamilnadu, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIALTRAINEE shall lapse automatically.

Yours faithfully, for LARSEN & TOUBRO LIMITED (K.R.R<u>avi)</u> VP & Head-Human Resources Heavy Civil Infrastructure Independent Company

Encl: As above

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Larsen & Toubro Limited, Construction Transportation Infrastructure Landmark `B', Ground Floor, 3'd, 5'h & 6'h Floors, Suren Road, Off. Andheri - Kurla Road, Chakala, Andheri (East), Mumbai - 400 093, INDIA Tel : +91-22-6181 7500 Fax : +91-22-6181 7580 www.Lntecc.com

07.02.2017

Mr. Arjun Sankarvg Vadakkathillam, Chengalam South PO, Kottuyam, kerala - 686022

14-VEC-015

Email:- sankarjiarjun55@gmail.com

GCT - 2017 Batch /TI IC - 26

Contact:- 9600671701

Dear Sir / Madam

Sub: Appointment as Graduate Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Trainee** on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1) Your period of training will be for 12 Months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.

PARTICULARS	COMPANY'S TRAINING	G SCHEME – 12 Months
<u>s</u> _ 1, ∖	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400
TOTAL	13700	12900

3) During the course of your training, the Company will pay you the following salary:

Headquarters : P.B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089. INDIA Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

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You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME – 12 Months	SCHEME – 12 Months
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	Rs.2600/-	Rs.4100/-

- 4) A lump sum amount of Rs.12, 000/- will be payable to Graduate trainees on successful completion of the said 12 Months of training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work at our Villukuri Kanyakumari & Nagercoil Kavalkinaru Road Project of Roads, Runways & Elevated Corridors Business Unit in Finance, Accounts & Administration Department. Please report to Project Manager - Kanyakumari Road Project who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 Months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)

Breach of any of the conditions of this agreement:

- Any misconduct on your part;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence Failure to carry out any of your duties and obligations; d C D a

or omission.

- Either party can terminate the training hereunder by giving one month's notice in writing to terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided the other and upon expiration of such period of one month, the training hereunder shall that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination. 1
- You are to treat the following as strictly confidential 13)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing Information
- By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
- You will treat the terms of this agreement as confidential. 14)
- You will keep us informed of your local / contact address whenever there is any change. 15)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion contract shall be resolved by reference to arbitration by a sole arbitrator appointed by deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India L&T at its sole discretion. 16)

17) The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks. On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested photo copies:

- S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- Your local address.

Please sign and return to us the duplicate copy of this letter at our Mumbai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE TRAINEE shall lapse automatically.

Yours faithfully, For LARSEN & TOUBRO LIMITED

(Poonam Chandok) Head - Human Resources Transportation Infrastructure Independent Company

Encl: As above I have read the letter and accept my selection and all the terms and conditions thereof. I will report on

Date:

(Signature)

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Larsen & Toubro Limited, Construction Power Transmission & Distribution P. B. No. 979, Mount Poonamallee Road, Manapakkam, Chernal - 600 089, INDIA Tel : +91-44-2252 6000, 2252 8000 Fax : +91-44-2270 5482 www.Lntecc.com

L&T CONSTRUCTION/GCT/2017/34

Mr. AKSHAY CHANDRASEKARAN B.COM - COMMERCE

14-UC0-344

06.02.2017

Dear Sir,

LOYOLA COLLEGE

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- During the course of your training, the Company will pay you the following salary:

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PARTICULARS	COMPANY'S TRAINING SCHEME (For 12 months)	AINING SCHEME months)
17 y (18 y)	Office Based	Project Based
STIPEND (P.M.)	Rs.8500	Rs.8500
FLEXIPAY1 (P.M.)	Rs.5200	Rs.4400
TOTAL	Rs.13700	Rs.12900

L&T Construction - Pawer Transmission & Distribution is a brand of Larsen & Toubro Limited

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

Mr.AKSHAY CHANDRASEKARAN

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TR/	COMPANY'S TRAINING SCHEME
	(For 12 months)	nonths)
	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (TL), Hyderabad Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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Mr. AKSHAY CHANDRASEKARAN

- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- Breach of any of the conditions of this agreement:
- (a) Breach of any of the conditior(b) Any misconduct on your part;
- (c) Failure to carry out any of your duties and obligations; (d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. 13)

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of of termination as provided hereinabove, all benefits / perquisites / allowances shall stand your employment is detrimental to the interest of the Company. Provided that, in the event orfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and drawings, quotations, specifications and other manufacturing particularly the information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration &Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and sinding on the parties. The governing law shall be the laws of India. 17)
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history educational/professional credentials and other background checks. 18)

19.

Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

etter and spirit

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.itindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- h. The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

Mr. AKSHAY CHANDRASEKARAN

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Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

Yours faithfully, for LARSEN & TOUBRO LIMITED (SRIKAŃT SRINIVASAN)

(SKIKANT SKINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Date)

(Signature)



Transportation Infrastructure Landmark '8', Ground Floor, 3', 5' & 6' Floors, Suren Road, Off. Andheri - Kurla Road, Chakala, Andheri (Teas), Mumbai - 400 093, INDIA Tel : +91-22-6181 7500 Fax : +91-22-6181 7580

www.Lntecc.com

07.02.2017

Larsen & Toubro Limited, Construction

GCT - 2017 Batch /TI IC - 27

Mr. Abiram Devnathan 59/6, Shanthi Nivas, Subharayan Street, Narasimapuram, Mylapore, Chennai - 600004

14-017-209

Email:- abiramdevnathanis@gmail.com

Contact:- 8939581349

Dear Sir / Madam

Sub: Appointment as Graduate Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 Months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- During the course of your training, the Company will pay you the following salary:

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÷.,	12900	13700	TOTAL
	4400	5200	FLEXIPAY1
	8500	8500	STIPEND
	Project Based	Office Based	
	SCHEME - 12 Months	COMPANY'S TRAINING SCHEME - 12 Months	PARTICULARS

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Headquarters : P.B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.; CIN - L99999MH1946PLC004768

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites

as follows:-			
		COMPANY'S TRAINING SCHEME - 12 Months	CHEME – 12 Months
		Normal Project	Remote Project
-	Reimbursement of Out-of-Pocket expenses (P.M.)	Rs.2600/-	Rs.4100/-

- 4) A lump sum amount of Rs.12, 000/- will be payable to Graduate trainees on successful completion of the said 12 Months of training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work at our Hospet Chitradurga Road Project of Roads, Runways & Elevated Corridors Business Unit in Finance, Accounts & Administration Department. Please report to Project Manager - HCRP who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.

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- 10) On successful completion of the said 12 Months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor on a basic salary of Rs.11,900/- per month.
- You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

12)

- (a) Breach of any of the conditions of this agreement:
- (b) Any misconduct on your part;
- (c) Failure to carry out any of your duties and obligations;
- (d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 11) Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
- 13) You are to treat the following as strictly confidential
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

- 14) You will treat the terms of this agreement as confidential.
- 15) You will keep us informed of your local / contact address whenever there is any change.
- 16) Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

17) internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks. The Company reserves the right to verify your documents and background through

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested photo copies:

- a S.S.C or equivalent examination mark-sheet
- ō Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- <u></u> Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining
- <u>a</u> Proof of age - either S.S.C or School Leaving Certificate
- φ size Two prints each of your recent colour photograph in passport size and stamp
- Your local address

address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. Please sign and return to us the duplicate copy of this letter at our Mumbai Office

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE TRAINEE shall lapse automatically.

Yours faithfully, For LARSEN & TOUBRO LIMITED

(Poonam Chandok)

Head - Human Resources

Transportation Infrastructure Independent Company

(Signature) . Date: Encl: As above

report on

I have read the letter and accept my selection and all the terms and conditions thereof. I will

(لحج) LARSEN & TOUBRO

Heavy Civil Infrastructure P. B. No. 979, Mount Poonamallee Road, Chennal - 600 089, INDIA Tel: +91-44-3319 2000, 3319 3000 Fax: +91-44-3319 2950 www.Lntecc.com Larsen & Toubro Limited Construction Manapakkam,

A-OT/ST-T/AP-1/21371

No 39/1,Ellaiamman koil street, Mr. HEMANATHAN S Vannadurai,Adyar, Chennai,

14-UMT-030

04th February 2017

Tamil Nadu- 600020.

Dear Sir,

Sub: Appointment as GRADUATE COMMERCIALTRAINEE

With reference to the interview you had with us, we have pleasure in selecting you as subject to your passing the final year Examination in the FIRST attempt and GRADUATE COMMERCIALTRAINEE on the following terms and conditions, being found medically fit by the Company's Doctor.

- 1. Your period of training will be for Twelve months from the date you report for training under Company's Training Scheme.
- its discretion and you may be required to work, as part of your training, in any of The course and manner of your training will be decided solely by the Company at 2. During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary diligently and faithfully carry out your duties and obligations assigned to you. Companies.

3. During the course of your training, the Company will pay you the following salary:

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Project Based	₹.8,500	₹.4,400	₹.12,900	SH
Office Based	₹.8,500	₹.5,200	₹.13,700	
PARTICULARS	STIPEND	FLEXIPAY1	TOTAL	

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946PLC004768

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Mr.HEMANATHAN S

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME (12 months)	CHEME (12 months)
PAKIICULARS	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

- A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIALTRAINEES on successful completion of the aforesaid training period.
- 5. Gratuity: The first year of your training will not be considered for gratuity.
- Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- You will be assigned to work at our Kudankulam Civil works Project, of Heavy Civil Infrastructure Independent Company in Nuclear & Special Bridges Business Unit. Please report to Cluster Head-Chennai.
- 8. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 10. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 11. On successful completion of the aforesaid training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of $\overline{\xi}$.11,900/- per month.

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Mr.HEMANATHAN S

- 12. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly; in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
- 13. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

Breach of any of the conditions of this agreement:

- Any misconduct on your part;
- ii. Failure to carry out any of your duties and obligations;
- iii. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 14. Either party can terminate the training hereunder by giving one month's notice in writing to the other, and upon the expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

15. You are to treat the following as strictly confidential

- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

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16. You shall treat the terms of this agreement as confidential

- 17. You will keep us informed of your local / contact address whenever there is any change
- approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to 18. Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator parties. The governing law shall be the laws of India.
- would be intimated in June/July 2017. Please note that requests for extension in 19. Please note that you have to join us for the training at our Cluster Office which joining time will not be entertained
- These may include your current / previous 20. The company reserves the right to verify your documents and background through employment history, educational/professional credentials and other background internal or external agencies. checks.

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested Xerox copies

- S.S.C or equivalent examination mark-sheet. ы. Б. а
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared
 - Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining. Ċ
 - Proof of age either S.S.C or School Leaving Certificate.
- Two prints each of your recent colour photographs in passport size and stamp size ъ.
 - Your local address proof

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Mr.HEMANATHAN S

Please sign and return to us the duplicate copy of this letter addressing Head-Talent Acquisition, Larsen & Toubro, Heavy Civil Infrastructure Independent Company, TC-3 Building, Tower A, 4th floor, B Wing, Mount Poonamallee Road, Manapakkam,PB No.979, Chennai-600089, Tamilnadu, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIALTRAINEE shall lapse automatically.

Yours faithfully, for LARSEN & TOUBRO LIMITED (K.R.R<u>avi)</u> VP & Head-Human Resources Heavy Civil Infrastructure Independent Company

Encl: As above

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you had with us, we have pleasure in selecting you as ing terms and conditions, subject to your passing the final e FIRST attempt and being found medically fit by the

be for 12 Months from the date you report for training under ne.

your training period, you will carry out all directions and u by the Company, its officers and representatives and rry out your duties and obligations assigned to you. The our training will be decided solely by the Company at its e required to work, as part of your training, in any of the cts of the Company and/or its Associates/Subsidiary

aining, the	Company will	pay you the	following salary:
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COMPANY'S TRAINING	G SCHEME – 12 Months
Office Based	Project Based
8500	8500
5200	4400
13700	12900

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

PARTICULARS	COMPANY'S TRAINING SCHEME – 12 Months	iCHEME – 12 Months
Reimbursement of	Normal Project Remote Project	Remote Project
Out-of-Pocket	R8.2600/- R3.4100/-	Rs.4100/-
expenses (P.M.)		

- 4) A lump sum amount of Rs.12, 000/- will be payable to Graduate trainees on successful completion of the said 12 Months of training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work at our Yadgiri Warangal Road Project of Roads, Runways & Elevated Corridors Business Unit in Finance, Accounts & Administration Department. Please report to Project Manager - YWRP who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 Months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)

Breach of any of the conditions of this agreement:

- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence Failure to carry out any of your duties and obligations; (a) Breach of any of the condition.
 (b) Any misconduct on your part;
 (c) Failure to carry out any of you
 (d) Being continuously absent froi or omission
- Either party can terminate the training hereunder by giving one month's notice in writing to without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / the other and upon expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination. 1
- You are to treat the following as strictly confidential 13)
- Your salary, allowances, benefits, rewards. .
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 14)
- You will keep us informed of your local / contact address whenever there is any change. 15)
- of L&T or the employee shall be respectively entitled to approach the Court of competent Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India. 16)

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The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment nistory, educational/professional credentials and other background checks. 17)

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested photo copies:

- S.S.C or equivalent examination mark-sheet. ю.
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared. ġ.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining. v
- Proof of age either S.S.C or School Leaving Certificate. ō.
- Two prints each of your recent colour photograph in passport size and stamp size. e.
- Your local address. ÷

address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. Please sign and return to us the duplicate copy of this letter at our Mumbai Office

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE TRAINEE shall lapse automatically.

For LARSEN & TOUBRO LIMITED Yours faithfully,

Transportation Infrastructure Independent Company Head - Human Resources (Poonam Chandok)

Date: (Signature)

have read the letter and accept my selection and all the terms and conditions thereof. I will

Encl: As above

report on

(L-) LARSEN & TOUBRO

Larsen & Toubro Limited, Construction Power Transmission & Distribution R. B. No. 979, Mount Poonamallee Road, Manapakkam, Chennai - 600 089, INDIA Tel: +91-44-2270 5482 Fax: +91-44-2270 5482 Www.Intecc.com

L&T CONSTRUCTION/GCT/2017/42

06.02.2017 14-000-007

Mr. ALAN BABU B.COM - COMMERCE LOYOLA COLLEGE

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Commercial Trainee** on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3) During the course of your training, the Company will pay you the following salary:

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COMPANY'S TRAINING SCHEME (For 12 months)	Office Based Project Based	Rs.8500	Rs.4400	Rs.12900
COMPANY'S TR (For 12	Office Based	Rs.8500	Rs.5200	Rs.13700
PARTICULARS	1944 - 2000 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 1	STIPEND (P.M.)	FLEXIPAY1 (P.M.)	TOTAL

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946PLC004768

- Power Transmission & Distribution is a h

L&T Construction

Mr.ALAN BABU

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TR/	COMPANY'S TRAINING SCHEME
	(For 12 months)	months)
LANICOLARS	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs. 12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (TL), Kolkata Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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- 12) The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-
- (a) Breach of any of the conditions of this agreement:
 - (b) Any misconduct on your part;
- (c) Failure to carry out any of your duties and obligations;
 (d) Being continuously absent from or omit to attend to yo
- (d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 13) Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- 14) You are to treat the following as strictly confidential
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

- 15) You will treat the terms of this agreement as confidential.
- 16) You will keep us informed of your local / contact address whenever there is any change.
- 17) Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be the laws of India.
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

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Mr. ALAN BABU

19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

Mr. ALAN BABU

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Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

Yours faithfully, for LARSEN & TOUBRO LIMITED

(SRIKANT SRINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature)

(Date)

(∠→) LARSEN & TOUBRO

Larsen & Toubro Limited Heavy Civil Infrastructure R. B. No. 979, Mount Poonamalee Road, Ananpakkan - 600 089, INDIA Chennai - 600 089, INDIA Fai: +91-44-3319 2000, 3319 3000 Fai: +91-44-3319 2000,

A-OT/ST-T/AP-1/21369

04th February 2017

Mr.ARAVINDHAN M 13/1,DBS street, Kilpauk,Chennai Tamil Nadu - 600010

14-000-545

Dear Sir,

Sub: Appointment as GRADUATE COMMERCIALTRAINEE

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIALTRAINEE** on the following terms and conditions, subject to your passing the final year Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1. Your period of training will be for **Twelve months** from the date you report for training under Company's Training Scheme.
- 2. During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3. During the course of your training, the Company will pay you the following salary:

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Project Based	₹.8,500	₹.4,400	₹.12,900
Office Based	₹.8,500	₹.5,200	₹.13,700
PARTICULARS	STIPEND	FLEXIPAY1	TOTAL

Registered Office: L&T House, N. M. Marg. Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946FLC004768

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You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TRAINING SCHEME (12 months)	CHEME (12 months)
PARIICULARS	Normal Project	Remote Project
Reimbursement of Out-of-Pocket	₹.2,600/-	₹.4,100/-
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- A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIALTRAINEES on successful completion of the aforesaid training period.
- 5. Gratuity: The first year of your training will not be considered for gratuity.
- Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- You will be assigned to work at our Durgam Cheruvu Bridge Project, Hyderabad, of Heavy Civil Infrastructure IC in Nuclear & Special Bridges Business Unit. Please report to Cluster Head-Chennai.
- You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 10. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 11. On successful completion of the aforesaid training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of $\overline{\mathfrak{X}}.11,900$ per month.

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Mr.ARAVINDHAN M

- 12. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly; in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
- 13. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-

Breach of any of the conditions of this agreement:

- Any misconduct on your part;
- Failure to carry out any of your duties and obligations;

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- iii. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 14. Either party can terminate the training hereunder by giving one month's notice in writing to the other, and upon the expiration of such period of one month, the training hereunder shall terminate. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

15. You are to treat the following as strictly confidential

- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

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16. You shall treat the terms of this agreement as confidential

- 17. You will keep us informed of your local / contact address whenever there is any change.
- 18. Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 19. Please note that you have to join us for the training at our Cluster Office which would be intimated in June / July 2017. Please note that requests for extension in joining time will not be entertained.
- 20. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

On arrival at our office, please contact our Personnel Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
 b. Mark Sheets of Degree of all the sen
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
 - Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photographs in passport size and stamp size.

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Your local address proof.

Mr.ARAVINDHAN M

Please sign and return to us the duplicate copy of this letter addressing Head-Talent Acquisition, Larsen & Toubro, Heavy Civil Infrastructure Independent Company, TC-3 Building, Tower A, 4th floor, B Wing, Mount Poonamallee Road, Manapakkam,PB No.979, Chennai-600089, Tamilnadu, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIALTRAINEE shall lapse automatically.

Yours faithfully, for LARSEN & TOUBRO LIMITED (K.R.Kمیز) / VP & Head-Human Resources Heavy Civil Infrastructure Independent Company

Encl: As above

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Larsen & Toubro Limited, Construction & Distribution Power Transmission & Distribution P. No. 97.9, Mount Poonamalice fload, Manapakkam, 600 08.9, INDIA Chennal - 600 08.9, INDIA Chennal - 600 08.9, INDIA Chennal - 600, 2252 8000 Fax : +91-44-2270 5482 vww.tntecc.com

L&T CONSTRUCTION/GCT/2017/43

Mr. PARIL MEHTA

14-080-057

06.02.2017

LOYOLA COLLEGE

B.B.A.

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- During the course of your training, the Company will pay you the following salary:

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Rs.12900	Rs.13700	TOTAL
Rs,4400	Rs.5200	FLEXIPAY1 (P.M.)
Rs.8500	Rs.8500	STIPEND (P.M.)
Project Based	Office Based	
COMPANY'S TRAINING SCHEME (For 12 months)	COMPANY'S TRAINING ((For 12 months)	PARTICULARS

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Registerèd Office: L8T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

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Mr. PARIL MEHTA

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

	COMPANY'S TR/	COMPANY'S TRAINING SCHEME
	(For 12 I	(For 12 months)
PAKIICULARS	Normal	Remote
	Project	Project
Reimbursement		
of Out-of-Pocket	Rs.2600/-	Rs.4100/-
expenses (P.M.)		

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (EHV SS & UPD), Kolkata Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- Breach of any of the conditions of this agreement:
- (a) Breach of any of the conditior(b) Any misconduct on your part;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or (c) Failure to carry out any of your duties and obligations; (d) Being continuously absent from or omit to attend to yo omission
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate. 13)

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- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and drawings, quotations, specifications and other manufacturing the particularly information

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this at its sole discretion. The arbitration proceedings shall be governed by the Arbitration &Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India. 17)
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks. 18)

19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and *I*or other policies which may become applicable from time to time. Any violation *I*breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.ltindia.com/SitePages/Governance.aspx

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On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

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- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- h. The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

Mr. PARIL MEHTA

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Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

Youths faithfully, for LARSEN 偽TOUBRO LIMITED 1

(SRIKANT SRINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof. I will report on

(Signature) (Date)



Larsen & Toubro Limited, Construction Power Transmission & Distribution P. B. No. 979, Mount Poonamalee Road, Manapakkam, Chennai - 600 089, INDIA Chennai - 600 089, INDIA Tel : +91-44-2270 5482 Fax: +91-44-2270 5482 www.Lntecc.com

L&T CONSTRUCTION/GCT/2017/35

14-UMT-202

06.02.2017

Mr. NITTIN S SAKHRANI B.SC (MATHS) LOYOLA COLLEGE

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3) During the course of your training, the Company will pay you the following salary:

PARTICULARS COMPA STIPEND (P.M.) Rs.8 FLEXIPAY1 (P.M.) Rs.5	COMPANY'S TRAINING SCHEME (For 12 months) Office Based Project Based Rs.8500 Rs.8500 Rs.5200 Rs.4400
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Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA Licence No.: CIN - L99999MH1946PLC004768

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Mr.NITTIN S SAKHRANI

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

		COMPANY'S TRAINING SCHEME (For 12 months)	AINING SCHEME months)	
		Normal	Remote	
		Project	Project	
	Reimbursement			
	of Out-of-Pocket	Rs.2600/-	Rs.4100/-	
_	expenses (P.M.)			

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- 5) Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Cluster Operations Head (TL), Bangalore Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.

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- The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

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11)

Mr. NITTIN S SAKHRANI

The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)

Breach of any of the conditions of this agreement:

- Any misconduct on your part:
- Failure to carry out any of your duties and obligations; ଟିତ୍ତିଶ
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall erminate. 13)

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of /our employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand orfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and the drawings, quotations, specifications and other manufacturing particularly information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and vinding on the parties. The governing law shall be the laws of India. 17)
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history educational/professional credentials and other background checks. 18)

Mr. NITTIN S SAKHRANI

19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and *l*or other policies which may become applicable from time to time. Any violation *l*breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.itindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited.
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

...5...

Mr. NITTIN S SAKHRANI

...5...

Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

for LARSEN & TOUBRO LIMITED (SRIKANT SRINIVASAN) Yophs faithfully,

(SKIKAN I SKINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature) (Date)

🖓 larsen & toubro

Larsen & Toubro Limited, Construction Power Transmission & Distribution P. No. 979, Mount Poonamallee Road, Manapakkam, Chemiai - 600 089, INDIA Tei : + 91-44-2250 5402 Fax : + 91-44-2270 5402 Fax : + 91-44-2270 5402

L&T CONSTRUCTION/GCT/2017/38

06.02.2017

Mr. AADHARSH GIRISH BA - ECONOMICS LOYOLA COLLEGE

14-UEC-204

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.
- 3) During the course of your training, the Company will pay you the following salary:

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VY'S TRAINING SCHEMI (For 12 months)	Project Base	Rs.8500	Rs.4400	Rs.12900
COMPANY'S TRAINING SCHEME (For 12 months)	Office Básed Project Based	Rs.8500	Rs.5200	Rs.13700
PARTICULARS	Kirday texternel the Fig.	STIPEND (P.M.)	FLEXIPAY1 (P.M.)	TOTAL

2

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbal - 400 001, INDIA Licence No.: CIN - L99999MH1946FLC004768 L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited

Mr.AADHARSH_GIRISH

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites as follows:-

PARTICULARS	COMPANY'S TRAINING SCHEME (For 12 months)		
PARTICULARS	Normal Project	Remote Project	
Reimbursement of Out-of-Pocket expenses (P.M.)	Rs.2600/-	Rs.4100/-	

- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- 5) Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organisation, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- 7) You will be assigned to work in our Power Transmission & Distribution IC. Please report to our Segment Head (North & West) - TL, Delhi Cluster, who will advise you on your initial place of posting. You have to join duty at your own expenses. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
- 9) The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
- 10) On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor, on a basic salary of Rs.11,900/- per month.
- 11) You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, in any business work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

Scanned by CamScanner

- The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-12)
- Breach of any of the conditions of this agreement:
- Failure to carry out any of your duties and obligations;
- Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or (a) Breach of any of the condition
 (b) Any misconduct on your part;
 (c) Failure to carry out any of you
 (d) Being continuously absent frc omission.
- Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate 13)

of termination as provided hereinabove, all benefits / perquisites / allowances shall stand The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

- You are to treat the following as strictly confidential 14)
- Your salary, allowances, benefits, rewards.
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct

- You will treat the terms of this agreement as confidential. 15)
- You will keep us informed of your local / contact address whenever there is any change. 16)
- Disputes & Arbitration: Any dispute or difference or claim arising in connection with this at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the such interim reliefs as the Company or the Employee may in its discretion deem fit. The employee shall be respectively entitled to approach the Court of competent jurisdiction for venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T sinding on the parties. The governing law shall be the laws of India. 17
- The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history educational/professional credentials and other background checks. 18)

Mr. AADHARSH GIRISH

19. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and *I*or other policies which may become applicable from time to time. Any violation *I*breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarise themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case

Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at http://intscapenew.ltindia.com/SitePages/Governance.aspx

You have to report for training on or before 01.06.2017.

On arrival at our office, please contact our HR Department along with the following documents in original and two attested Xerox copies:

- a. S.S.C or equivalent examination mark-sheet.
- b. Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
- d. Proof of age either S.S.C or School Leaving Certificate.
- e. Two prints each of your recent colour photograph in passport size and stamp size.
- f. Your local address.
- g. The name of your Bank and Account number where the salary has to be credited
- The IFSC code of your Bank (please provide a cancelled cheque leaf of your bank where the salary has to be credited).
- i. A self-certified copy of your PAN card.

Mr. AADHARSH GIRISH

...5...

Please note that salary payment will not take place until items g, h and i are submitted and registered with our Shared Service Centre. All our reimbursements are through the Bank and hence you are requested to open an ERA account on joining.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter.

In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

All Communications/Notices should be addressed to HR Department, Larsen & Toubro Limited, Construction, Power Transmission & Distribution, Mount Poonamallee Road, Manapakkam, P.B. No.979, Chennai - 600 089.

for LARSEN TOUBRO LIMITED Yoftrs faithfully,

(SRIKÁNŤ SRINIVASAN) VICE PRESIDENT & HEAD - HR POWER TRANSMISSION & DISTRIBUTION IC

Encl: as above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature)

(Date)



Larsen & Toubro Limited, Construction Smart World & Communication P. B. No. 979, Mount Poonamailee Road, Manapakkam, 060 089, INDIA Chennai - 600 089, INDIA Chennai - 600 089, INDIA Tel: + 191-44-2249 3317 Fax: + 191-44-2249 3317 www.Lntecc.com

GCT 2017 / SW&C/B.Sc. /158

Mr. Avudainayagam A Loyola College 14 - 0MT - 213

6th February 2017

Chennai

Dear Avudainayagam,

Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as Graduate Commercial Trainee on the following terms and conditions, subject to you passing your final Degree Examination in FIRST attempt and being found medically fit by the Company's Doctor.

- Your period of training will be for 1 Year from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any of the Departments/Offices/Projects of the Company and/or its Associates/Subsidiary Companies.

3) During the course of your training, the Company will pay you the following salary:

	 Autorophysical Autors 	Commenda Tur	
	Particulars	First 12	First 12 months
	and a sector of the sector of	Office Based	Project Based
-	STIPEND	8500	8500
	FLEXIPAY1	5200	4400
	TOTAL	13700	12900

You will be eligible for reimbursement of out-of-pocket expenses when posted at Project Sites

as follows:-

1 I.	3		
Reimbursement of Out-of- Pocket expenses (P.M.)	The R. M. Provey and Address	PARTICULARS	
Rs.2600/-	Project	First 12	Company's Tra
Rs.4100/-	Project	First 12 months	Company's Training Scheme -

Red Studde ORAVER BETHOUSE, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Smart World & Communication is a brand of Larsen & Toubro Limited.

- A lump sum amount of Rs.12,000/- will be payable to Graduate Commercial trainees on successful completion of the said 1 Year of training period. (4
- Gratuity: Training Period will not be considered for gratuity. 2
- Provident Fund: You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount. 6)
- that you will not be eligible for reimbursement of any expenses that you may incur for reporting. you on your initial place of posting. You have to join duty at your own expenses. Please note You will be assigned to work in our Smart World & Communication IC. Please Report to Our Head – Human Resources, Smart World & Communication Who will advise 1
- During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives. 8
- On successful completion of the said 1 Year training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time, the Company will consider offering you employment in the Company's S-1 Cadre as Supervisor on a basic salary of Rs.11, 900/- per month. 6
- in any business work or activity other than that of the Company or commit any act prejudicial to You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly. the interests of the Company and/or its business (the Company being the sole judge thereof). 10)
- Either party can terminate the training hereunder by giving one month's notice in writing to the The Company shall have the right to terminate this agreement forthwith without any notice in the other and upon expiration of such period of one month, the training hereunder shall terminate. event of any of the following:-11)
- (a) Breach of any of the conditions of this agreement:
 - (b) Any misconduct on your part;
- (c) Failure to carry out any of your duties and obligations;
 (d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- The Company may at its sole discretion terminate the Contract of Employment without notice and or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination. 12)
- You are to treat the following as strictly confidential 13)
- Your salary, allowances, benefits, rewards.

L.R.K

The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

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By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

- 14) You will treat the terms of this agreement as confidential.
- 15) You will keep us informed of your local / contact address whenever there is any change.
- 16) Disputes & Arbitration: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 17) The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

On arrival at our office, please contact our Personnel Department along with the following documents in original and a set of photocopy:

- S.S.C /10th Std examination mark-sheet cum certificate
- HSC / Intermediate examination mark-sheet cum certificate
- Mark Sheets of Degree of all the semesters/Years, except final semester/year, if the results have not been declared.
- Attested copies of Degree certificate / provisional certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining.
- Your recent color photographs (4 Nos. : 2 passport-sized and 2 stamp-sized each).
 - Your local address.

Please sign and return to us the duplicate copy of this letter at our Chennai Office address, in token of your agreement of the terms and conditions thereof, within 10 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as GRADUATE COMMERCIAL TRAINEE shall lapse automatically.

for LARSEN & TOUBRO LIMITED Yours faithfully,

HEAD - Human Resources Dr. L.R.K. Krishnán

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Encl: As above I have read the letter and accept my selection and all the terms and conditions thereof. I will report on

Signature

www.rbs.com

Date 28 - Jon . 2017 Date of Birth 9 - Sep - 1996

14-00-373

Contact Number 9962946039

Subject: Letter of Intent

Dear Niksamson . G

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Services India Pvt. Ltd. is subject to:

- your clearing the Graduation Degree from... Loy DLEA... LOLLEGE, Chennai successfully and presenting the mark sheet and certificate/provisional certificate to that effect
- The satisfactory completion of pre-employment screening.

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head – Business Delivery Services. HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com



RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park,

SIDCO Industrial Estate, Guindy,

Telephone : +91 44 4397 5000 Email: India.services@rbs.com

Altius Block, Plot No.1,

Chennal - 600 032.

www.rbs.com

 Date
 28 - Jan - 2017

 Date of Birth
 1 - Nov - 1996

 Contact Number
 9176485440

Subject: Letter of Intent

14-UBC-217

Sagar Mohan Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Services India Pvt. Ltd. is subject to:

- your clearing the Graduation Degree from Loyola... College, Chennai successfully and presenting the mark sheet and certificate/provisional certificate to that effect
- The satisfactory completion of pre-employment screening.

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by $\dots \mathcal{J} = \mathcal{$

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J R≱jiv Head – Business Delivery Services, HR People Services India

Hollow

STRICTLY PRIVATE & CONFIDENTIAL



Date 25-Jan - 2017 Date of Birth 3-Apr - 1997 Contact Number 9566091604 14-UCO - 322 RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

Subject: Letter of Intent

JAIKISHEN .S Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Services India Pvt. Ltd. is subject to:

- your clearing the Graduation Degree from <u>LoypLA</u>. <u>College</u>. Chennai successfully and presenting the mark sheet and certificate/provisional certificate to that effect
- The satisfactory completion of pre-employment screening.

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by $\dots \not \dots \not \dots \not \dots \not \dots \not \dots \not \dots \dots$ and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.



Head – Business Delivery Services. HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

RBS Services India Private Limited was formerly known as RBS Business Services Private Limited.

RBS Services India Private Limited, Regd. Office: 12th floor, DLF Cyber Green, Tower C, DLF Cyber City, Gurugram - 122 002. Telephone: +91 124 418 1344, Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05

Date	20. Jan - 2017	
Date of Birth	30 - oct - 1996	14-000-
Contact Number	9962738002	

8th Floor, Olympia Technology Park, 337 Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

RBS Services India Pvt. Ltd.

Subject: Letter of Intent

Kushan Raj K.V Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

- successfully and presenting the mark sheet and certificate/provisional/certificate to that effect
 - The satisfactory completion of pre-employment screening. .

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In order for us to conduct your pre-employment screening, please complete the enclosed (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by do not hesitate to contact Kandesh Kumar Kannan (kandesh.kumar.kannan@rbs.com)

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Sérvices India Pvt. Ltd.

Charles J Rajiv Head - Business Delivery Services, HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: India.services@rbs.com www.rbs.com

 Date
 28 - Jan - 2017

 Date of Birth
 19 - Jon - 199#

 Contact Number
 9840666192

Subject: Letter of Intent

14-UCO -345

Vishal Jain. A Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Services India Pvt. Ltd. is subject to:

- The satisfactory completion of pre-employment screening.

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by $\dots 4 \dots 2 \alpha (2 \dots 2 \alpha)$ and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head – Business Delivery Services, HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

RBS Services India Private Limited was formerly known as RBS Business Services Private Limited.

RBS Services India Private Limited, Regd. Office: 12th floor, DLF Cyber Green, Tower C, DLF Cyber City, Gurugram - 122 002. Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05



Altius Block, Plot No.1,

Chennai - 600 032.

www.rbs.com

RBS Services India Pvt. Ltd.

8th Floor, Olympia Technology Park,

SIDCO Industrial Estate, Guindy,

Telephone : +91 44 4397 5000 Email: india.services@rbs.com

Date 28. Jan 2017 5-May-1996 14-UCO-360 Date of Birth

Contact Number 7358727232

Somma Alagappon. H. Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

- Please note that your employment with RBS Services India Pvt. Ltd. is subject to: your clearing the Graduation Degree from...Loyatta...College Chennai successfully and presenting the mark sheet and certificate/provisional dertificate to that effect
 - The satisfactory completion of pre-employment screening.

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by ... 4 ... Hary ... 20 17 and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by3. feb... 2017....... Should you have any questions relating to the placement, please do not hesitate to contact Kandesh Kumar Kannan (kandesh.kumar.kannan@rbs.com)

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head - Business Delivery Services, HR People Services India

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Date

28 - Jan - 2017 17- at - 1996 14-UCO-514 9962766475

Contact Number

Date of Birth

Subject: Letter of Intent

Arnav Krishnan Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by . do not hesitate to contact Kandesh Kumar Kannan (kandesh kumar kannan@rbs.com)

We look forward to welcoming you on board!

Best Regards, 🗞 For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head - Business Delivery Services. HR People Services India

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RBS Services India Pvt. Ltd. 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Ernail: india.services@rbs.com www.rbs.com



Date 22 Jan 2017 Date of Birth 14 Apx 1995 Contact Number 956607-6930

14-UCS-007

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

Subject: Letter of Intent

V. Benitto Dear Rakash

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

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We look forward to welcoming you on board!

Best Regards, For & op behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head – Business Delivery Services, HR People Services India

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28 Jan 2017

Date of Birth

Date

24 May 1997 14-000-258

Contact Number 9940367454

1

Subject: Letter of Intent

Sai Prachanth M Dear

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Changai, 600.032

Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles Rajlv Head – Business Delivery Services, HR People Services India

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Date 28 Jan 2017 22 Nov 1994 14-000-208 Date of Birth 9566931233 Contact Number

Subject: Letter of Intent

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

Vince the R Dear

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Best Regards, For & on-behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head - Business Delivery Services, HR People Services India

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Date

28 Jan - 2017 8-Apx-1996 14-UMT-202

Contact Number

Date of Birth

Subject: Letter of Intent

Nittin.S.Sakhrani Dear

9941144580

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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Charles J Rujiv Head – Business Delivery Services, HR People Services India

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裟RBS

Date

28-Jan - 2017

Date of Birth

29-Mar-1997 14-UBC-215

Contact Number 9600 9688.CS

Subject: Letter of Intent

Dear Aninudh chandrasekaran

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1. SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com

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We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head – Business Delivery Services, HR People Services India

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28 700 2017 Date 7 Feb 1997 14-UMT-321 Date of Birth 9600 952649 Contact Number

Subject: Letter of Intent

Samuel Dear Franklin, R

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt 1 to

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre value on you with all the skills you'll need to excel in your role.

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- Please note that your employment with RBS Services and for it dissubject to your cleaning the Graduation Degree from Legisla Collegi--nai successfully and presenting the mark sheet in a pertificate/provisional the ste to that effect
 - The satisfactory completion of pre-employment screening

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in order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4. Hay 2017 and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3. feb. 2.0.13 . Should you have any questions relating to the placement clease do not hesitate to contact Kandesh Kumar Kannan (kandesh kumar kannan@rbs crim

We look forward to welcoming you on board!

Best Regards. For & on behalf of RBS/Services India Pvt Ltd.

Charles J Raliv Head - Business Delivery Services HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

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RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennal - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com



Date	28-Jan. 2017	
Date of Birth	5- cxt - 1996	14-000-234
Contact Number	9092751032	

Subject: Letter of Intent

Deeperh Lalwani S Dear

Date

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

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Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Raiiv

Head – Business Delivery Services, HR People Services India

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* KRS

Altius Block, Plot No.1,

Chennai - 600 032.

www.rbs.com

RBS Services India Pvt. Ltd.

8th Floor, Olympia Technology Park,

SIDCO Industrial Estate, Guindy,

Telephone : +91 44 4397 5000 Email: india.services@rbs.com

Date

 $29 - J_{on} - 2017$ Date of Birth 12 - Nov - 1996 14 - USO - 023
Contact Number 9487105326

Subject: Letter of Intent

Dear Aden Jokis . S

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

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Best Regards, For & on pehalf of RBS Services India Pvt. Ltd.



Charles J Rajiv Head – Business Delivery Services, HR People Services India

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\$\$RRS

Date 28 300- 2017

 Date of Birth
 19 - Nov - 1996
 14 - UCO - 229

 Contact Number
 9443206079

Subject: Letter of Intent

Dear S. Sai Krishna

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

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Charles Rajiv Head – Business Delivery Services, HR People Services India

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Date

28- 300 - 2017

Date of Birth

17 - APA- 1997 14-UMT-051 9444246523

Contact Number

Subject: Letter of Intent

Ajeth - A Dear

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3. 6.6. 2017 Should you have any questions relating to the placement please do not hesitate to contact Kandesh Kumar Kannan (kandesh kumar kannan@rbs com)

We look forward to welcoming you on board!

Best Regards, For & on/Behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head - Business Delivery Services HR People Services India





STRICTLY PRIVATE & CONFIDENTIAL



Date 28 - Jan - 2017 18 - Sep - 1996 Date of Birth 14-000-001 9566115664 Contact Number

Subject: Letter of Intent

Balasubramancom Nuclean Dear

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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Charles J Rajiv Head - Business Delivery Services, HR People Services India

B. Nade J

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28- Jan - 2017

86810 60203

Date of Birth

Date

8- NOV-1996 14-UCO-120

Contact Number

Subject: Letter of Intent

Alfred kingston Dear

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS byS. *Ack. 2013*..... Should you have any questions relating to the placement, please do not hesitate to contact Kandesh Kumar Kannan (kandesh.kumar.kannan@rbs.com)

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charles J Rajiv Head – Business Delivery Services, HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL



Date

Date of Birth

29 700 - 2019 17-Nov-1995 14-UBU-052

Contact Number 9790446525

Subject: Letter of Intent

Jonathan Jason Michael Dear

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process. I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Services India Pvt. Ltd. is subject to:

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- The satisfactory completion of pre-employment screening.

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Charles J Rajiv Head – Business Delivery Services, HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

RBS Services India Private Limited was formerly known as RBS Business Services Private Limited.

RBS Services India Private Limited, Regd. Office: 12th floor, DLF Cyber Green, Tower C, DLF Cyber City, Gurugram - 122 002. Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy. Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com



ate	28 - Jan 2017
ate of Birth	2 - Jan - 1997

14-UCA-005

Contact Number 8883950316

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Subject: Letter of Intent

Rejoyson Amahaj · A Dear

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28 - Jan - 2017

Date of Birth

Date

19 - May - 1997 14 - UCA -006 97 9118 3945

Contact Number

Subject: Letter of Intent

Dear Sathish Kumar. C

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032. Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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 Date
 22
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 2017

 Date of Birth
 31 - Dec.
 1996
 14 - UCA - 007

 Contact Number
 9700155738
 1998

Subject: Letter of Intent

Locada Jerald B Dear

RBS Services India Pvt. Ltd., 8th Floor, Olympia Technology Park, Altius Block, Plot No.1, SIDCO Industrial Estate, Guindy, Chennai - 600 032 Telephone : +91 44 4397 5000 Email: india.services@rbs.com www.rbs.com

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- The satisfactory completion of pre-employment screening

This employment offer with RBS Services India Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by $\dots \not_{1} \dots \not_{2} \dots \not_{n} \dots \not_{n} \dots \not_{n}$ and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment

We look forward to welcoming you on board!

Best Regards, For & on behalf of RBS Services India Pvt. Ltd.

Charlès J Rajiv Head – Business Delivery Services, HR People Services India

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14-UCA-016

Contact Number 9942525325

Subject: Letter of Intent

Dear NAVEEN BALAJI, R.

28 - Jan - 2017

6 - Jan - 1997

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Analyst at RBS Services India Pvt. Ltd.

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Date

Date of Birth

14-UEC-247

safe/harvest

Date: 03-01-17

Offer Letter

2016-17

Dcar Mr. Manikandan D,

With reference to your application and subsequent discussions, we have pleasure in appointing you as Marketing Executive in any such capacity the Management shall from time to time determine with the following terms and conditions.

1. SALARY & ALLOWANCE: You shall be entitled to an annual CTC of Rs 254,112 /- per annum.

The breakup of monthly salary is provided as under:

2. EFFECTIVE DATE OF APPOINTMENT: You will be required to join duty, as early as possible, but not later than 1st May 2017. Your actual date of joining shall be deemed as your effective date of appointment.

3. PLACE OF POSTING: You will be part of our Team posted at Chennai.

4. PROBATION: You will be on probation for a period of **Six months**. After the probationary period your confirmation will be subject to an evaluation. If found unsatisfactory the company reserves the right to terminate your services.

Safe Harvest Private Limited

Registered and Corporate Office: No 448vA 1st Floor, 9th Main. 2nd Cross. HAL 3rd Stage. Bengaluru - 560 075. Karnataka: INDIA Ph. +91-60-2528 0075. Hyderabad Office: No 5. Sy. No 28. Biramalguda Village. Saroor Nagar. Ranga Reddy Dist. Hyderabad. 500 079. CIN:US1101KA2009PTC079900

www.safeharvest.co.in

5.TRANSFER: You may be liable to be transferred from one department to another, one section to another, one branch to another, one establishment to another or to any of its associate companies, in India or abroad, either existing today or to be started at any time subsequent to your employment.

6.FULL TIME EMPLOYMENT: This is a full time employment, and therefore you shall devote full time to the work of the company and will not undertake any direct /indirect business or work, honorary or remuneratory, except with prior written permission of the Management, in each case.

7.CONFIDENTIAL INFORMATION: During the term of your comployment, and for two(2) years after its termination, you shall not disclose, divulge to anyone by word of mouth or otherwise the content of this offer letter, particular or detail of products, developing process, technical know how, administrative or organizational matters, proprietary information pertaining to the company either directly or indirectly, which may be your personal privilege to know by virtue of being in employment of the company.

8.MEDICAL FITNESS: This appointment and its continuance are subject to your being found & remaining in sound physical and mental health. As and when required you shall report for any medical examination to a qualified doctor as recommended/appointed by the company.

9.RESIDENTIAL ADDRESS: Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform the management about the same, in writing.

10. TIMINGS: Your work timings will be 9:30 am to 6:30 pm. Monday – Saturday (6 Day working)

11.LEAVE: You will be entitled to leave as per the rules operational in the Company and which is subject to change.

12.TERMINATION: This agreement can be terminated by giving thirty (30) days written notice or salary thereof on either side. During probation, this agreement can be terminated by giving seven (7) days written notice or salary thereof on either side. Upon termination of employment, all company

documents, information and property, business cards, office keys must be

The Company shall have the right to terminate your employment without notice if:

- a) You commit any material breach of any of your duties and responsibilities under this contract.
- b) Any particulars mentioned in your application are found false at any point of time or found to have wilfully suppressed any material information.
- c) You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the company.
- d) If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the company.

You will also be governed by the rules and regulations of the company as applicable to your category of employees.

In token of your acceptance of this offer, kindly sign and return the duplicate copy at the earliest.

We welcome you to the Safe Harvest family and wish you a rewarding career over the years to come.

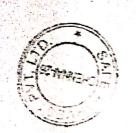
Yours Sincerely, Rangultao Chief Executive Officer

I have fully read the agreement and agree to the terms and conditions

DVLE:

PLACE : Signature------

Please mention full



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GLOBAL SERVICES

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Ref: Applicant No.: LOYPLA, COLLEGIE of the Date: 18th Jan'17 the count of the relation count for a ducted at our Vehichery & dry (45.4 Dear VINEETH R (B. Com)

We as studients of the **PROVISIONAL OFFER LETTER** for 14 - 000 - 208

Ven due here a factified to defee an least state dearing arthur for advect recruitw for Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- · Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland Global Services

Authorized Signatory

Candidate Acceptance

REGD. OFF : 45A, VELACHERY MAIN ROAD. VELACHERY. CHENNAL - 600 042 PHONE : +91-44-4391 7884 CIN # U72200TN2000PTC045578

Ref: Applicant No. : LOYOLA COLLEGE

Dear VIVERANANDA. & (B. Com CS)

PROVISIONAL OFFER LETTER

14-UBC-105

Date: 18th Jan' 17

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland Global Services

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Candidate Acceptance

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Ref: Applicant No. : LOYOLA COLLEME

Dear SUBASH G (BCS)

PROVISIONAL OFFER LETTER

14-UBC-132

Date: 18th Jan' 17

Congratulations!!!

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Note: Please produce this letter at the reception. 10th & 12th and UG/PG extremtion earlifecter

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Sutherland Global Services

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 Authorized Signatory
 Candidate Acceptance

Note. Please produce this letter at the reception.

Yours sincerely.

Subplice Okies Service



Ref: Applicant No. : LOYDLA COLLEGE

Date: 18th Jan 2017

Dear LAWRENCE ALEX BALUMNEL (BA.E.O)

PROVISIONAL OFFER LETTER

Congratulations!!!

14-UEC-DIT

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Note: Please produce this letter at the reception.

Yours sincerely, address of the design of the Deviar lies of Cosport PAN Cord, Motor

Sutherland Global Services

Authorized Signatory

Candidate Acceptance



Ref: Applicant No. : LOYOLA LOLLEGIE

Date: 18th Jan' 17

Dear EASWARAN R (B.Com CS)

14-UBC-038

PROVISIONAL OFFER LETTER

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception.

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Yours sincerely,

Sutherland Global Services

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Ref: Applicant No. : LOYOLA COLLEGIE

Date: 18th Jan' 17

Dear KAMALRAJ.R(B.C.S)

PROVISIONAL OFFER LETTER

14-UBC-141

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- ID Etc)
- 2 reference letters
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only for experienced candidates)

Note: Please produce this letter at the reception.

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Yours sincerely, daress & ID Proof Fation cord, Entiting treation associt, PAN Cord, Motor

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Candidate Acceptance

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Yours sincerely, the second of Person and the second second

Suther Louis Global Services

Date: 18th Jan' 17 7

Ref: Applicant No. : LOYDLA COLLEGE

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14-UBU-005

PROVISIONAL OFFER LETTER

Congratulations!!!

Dear

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception. hand-t company line 1 Yours sincerely, A ID Product

Sutherland Global Services

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Candidate Acceptance

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Ref: Applicant No. : LOYOLA. COLLEGE a with us with a subject Date: 18 In Jan' 14

Dear SATHISH KUMAR C (BCA)

PROVISIONAL OFFER LETTER 14 - UCA - 006

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland Global Services

Authorized Signatory

Candidate Acceptance

REGD. OFF : 45A, VELACHERY MAIN ROAD. VELACHERY. CHENNAI - 600 042 PHONE : +91-44-4391 7884 CIN # U72200TN2000PTC045578

Ref: Applicant No. : LOYOLA COLLEGIE

Date: 18 Hh Jan "17

Dear B. LUURDA JERALD (BCA)

PROVISIONAL OFFER LETTER

14 - UCA - 007

Congratulations!!!

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With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 2 reference letters
- · Medical Fitness Certificate-saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

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Sutherland Global Services

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Candidate Acceptance

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Ref: Applicant No. : LOYALA COLLEGE

Date: 1814 Jan 17

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P. ANTO GINANARAJ (BCA) Dear

14-UCA-049

PROVISIONAL OFFER LETTER

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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Yours sincerely, shines & ID Preak Basismourd, Daving Lesson Pressport, PAU Cond. V.

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Yours subserely.

JUTHEKLAND

Ref: Applicant No. : LOYOLA COLLEGE

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Date: 18th Jan' 17

Dear BALASUBRAMANEAM NADEEN (B. COM)

PROVISIONAL OFFER LETTER

14-UCO-001

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland Global Services

Authorized Signatory

Candidate Acceptance

REGD. OFF : 45A, VELACHERY MAIN ROAD. VELACHERY. CHENNAI - 600 042 PHONE : +91-44-4391 7884 CIN # U72200TN2000PTC045578 SUTHERLAND .

Ref: Applicant No. : LOYOLA COLLEGIE

Date : 18th Jan' 17

Dear ALWIN POORANA IGINATIUS (BCOM)

PROVISIONAL OFFER LETTER

14-UCA-002

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours uncerely.

Subsectional Clausif Fervices

SUTHERLAND.

Ref: Applicant No. : LOYDLA COLLEGIE

Date: 18th Jan' 17

Dear JEYAGOPI.J (BCOM)

PROVISIONAL OFFER LETTER

14-000-526

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely, HD Proch

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Your sincerely, make

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Ref: Applicant No. : LOYOLA COLLEGE

Date: 18th 30m 17

Dear NITTIN S (BSc Matus)

PROVISIONAL OFFER LETTER

14-UMT-202

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

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Candidate Acceptance

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SUTHERLAND

Ref: Applicant No. : LOYOLA COLLEGIE

Dear ARAVIND.C (BGC Maths)

PROVISIONAL OFFER LETTER

14-UMT-2407

Date: 18th Jan' 17

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely, A ID Prove

Sutherland Global Services

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Candidate Acceptance

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Ref: Applicant No.: LOYOLA COLLEGIE

Date: 18th Jan' 17

R.SAMUEL FRANKLIN (B.Sc Maths) Dear

PROVISIONAL OFFER LETTER

14-UMT-321

Congratulations!!!

Welcome to the Sutherland Family

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

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Candidate Acceptance

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Dear RINAZ AHAMED. M

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

Tata Consultancy Services is an IT services, Business Solutions and Outsourcing organization that delivers real results to global businesses, ensuring a level of certainty no other firm can match. We offer a consulting-led, integrated portfolio of IT and IT-enabled services delivered through our unique Global Network Delivery Model™ (GNDM), recognized as the benchmark of excellence.

TCS continues to invest in new technologies, processes, and people who can help our customers experience certainty. From generating novel concepts through TCS Innovation Labs and academic alliances, to drawing on the expertise of key partners, TCS keeps clients operating at the very edge of technological possibility.

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Towards that aim, we are pleased to inform you that you have cleared the initial selection process and now eligible to go through an Initial Learning Program (ILP) as defined by the organization. The ILP will equip you with knowledge and skills which would be a prelude to the organization's learning culture. The duration of this program would be between 23 days to 25 days. No stipend is payable during this period. At the end of this program an offer of employment will be handed over to you, subject to the condition that you clear the exit test as defined by organization.

Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: RIVAZ AHAMED. M Signature: Riyazz Date: 27.01.2017 Place: CHENNAL

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Digrapionia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear VINELANANDA GI

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: VIVEKANANDA.G Signature: K.Vive Date: 27.01.2017 Place: CHENNAL.

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Sigmania

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear MURAY DHARAN. M

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: MURALI DHARAN. M Signature: Mundum. M Date: 27,01.2017 Place: CHENNAL

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

K. B. Digonparia

Rustom Siganporia Head Talent Acquisition, BPO Services

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6th Floor III Phase Spencer Plaza 769 Anna Salai Chennai 600 002 India e-mail corporate.office@tcs.com website www.tcs.com Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021 ------ Corporate Identification No. (CIN) : L22210MH1995PLC084781



Dear G. SUBASH

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: G. SUBASH Signature: S_L Date: 27 01 17 Place: CHENNAT

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signationia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear AGIL ARUNACHALAM.V

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Kindly confirm your acceptance by signing below:

Name: AGILARUNACHALAMIN Signature: V@yeng Date: 27/01/2017 Place: CHENNAI

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B: Signyzonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear RAGHU RAMAN . K

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Kindly confirm your acceptance by signing below:

Name: RAGHURAMAN.K. Signature: k. Onof. Date: 27-01-201 Place: CHENNAL

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Kigraponia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear M. ARAVINDHAN

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Kindly confirm your acceptance by signing below:

Name: M. ARAVINDHAN Signature: Anglesin Date: 27-01-2017 Place: chennai

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signationia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Name: M. ANANDHAN Signature: ADDL Date: 27/51/2017 Place: chonnal

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For Tata Consultancy Services Limited,

R. B. Higonponia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear E AJAY THEOPHILUS

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Kindly confirm your acceptance by signing below:

Name: E·AJAY THEOPHILUS Signature: AJJL Date: A7/01/17 Place: CHEVNAI

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

· B : Dignyaoura

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear A. SUSAL RICHARD

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: A. SUSAI RICHARD Signature: A. B244 Date: 27.01.2017 Place: CHENNAI

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Digenzaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

TATA CONSULTANCY SERVICES

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6th Floor III Phase Spencer Plaza 769 Anna Salai Chennai 600 002 India e-mail corporate.office@tcs.com website www.tcs.com Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



Dear A. AMUL BERNARD

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

Tata Consultancy Services is an IT services, Business Solutions and Outsourcing organization that delivers real results to global businesses, ensuring a level of certainty no other firm can match. We offer a consulting-led, integrated portfolio of IT and IT-enabled services delivered through our unique Global Network Delivery Model™ (GNDM), recognized as the benchmark of excellence.

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Kindly confirm your acceptance by signing below:

Name: A. AMUL BERNARD Signature: & & Brul Bornard Date: 27-01-17 Place: CHENNAJ

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Digrapania

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear V. M. SHYAM RUDHY

14-MTT-342

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: V.MI. SHYAM RUDHY Signature: VMS Date: 27/1/17 Place: chennai

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signyamia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear ... D. S. MANOVA.

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

14-UMT-050

Tata Consultancy Services is an IT services, Business Solutions and Outsourcing organization that delivers real results to global businesses, ensuring a level of certainty no other firm can match. We offer a consulting-led, integrated portfolio of IT and IT-enabled services delivered through our unique Global Network Delivery Model[™] (GNDM), recognized as the benchmark of excellence.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: D.S. MANOVA. Signature: D.J. Jone Date: 27-01-2017. Place: CHEMMAI,

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signyaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear K.N. JACHIN

14-UEL-116

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

K.V. JACHIN Name: Signature: Marken Date: 27.01.2017 Place: Chennai

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

B Kignyaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear A: BAPTIST

14-UBU-033

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: BAPTISTA Signature: N:BAJ. Date: 27/01/2017. Place: Channai.

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

X. B. Digonpania

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear SAM EBENEZER.S

14-UBU-053

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: SAM EBENEZER. S Signature: Quy. Date: 27/1/17 Place: CHENNAL

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signyaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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14-000-131

Dear M. MORRIS JAYAKOMAR

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: M. MORRIG JAYAKOMAR Signature: M. Nomis Jaya Kumon Date: 27-01-2017 Place: Chennar

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

· B : Dignyaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear L. JOHN, PAUL RAT

14-UPH-027

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: L. JOHN PAUL RAJ Signature: L. John Paul RAJ Date: 27-01-17 Place: CHENNAI

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signationia

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear M. ANANDHAN

4

14-000-645

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: M. AN AN DHAN Signature: AOCL Date: 27/01/2017 Place: Chonnal

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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6th Floor III Phase Spencer Plaza 769 Anna Salai Chennai 600 002 India e-mail corporate.office@tcs.com website www.tcs.com



14-000-545

Dear M. ARAVINDHAN

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

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Kindly confirm your acceptance by signing below:

Name: M. ARAYINDHAN Signature: Anither Date: 27-01-2017 Place: Chennai

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Shigrapania

Rustom Siganporia Head Talent Acquisition, BPO Services

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Dear FERGIN - V

Thank You for participating in the selection process of TATA Consultancy Services Limited (TCSL) to explore career opportunities with us.

14-UBC-108

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Kindly confirm your acceptance by signing below:

Name: FERGIN-V Signature: VS Date: 27-01-14 Place: CHENNA I

We wish you the very best and look forward to welcome you to the TCS family.

For Tata Consultancy Services Limited,

R. B. Signyaonia

Rustom Siganporia Head Talent Acquisition, BPO Services

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2016-17

Date: 05-Apr-2017 Ref No: ZCPL-740/4/2017

То

Mr. EASWARAN R, NO:12/18,KANNAKI ST,THIRUVALLUVAR NAGAR, ARUMBAKKAM, CHENNAI-600106.

14-UBC-038

Dear Mr. EASWARAN R,

We are pleased to offer you employment for the position of **TECHNICAL SUPPORT EXECUTIVE** at **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organisation. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY). The following offer is valid subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships).

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

REMUNERATION

Your Annual Total Cost to Company will be **Rs.356000/-** (RUPEES THREE LAKH FIFTY SIX THOUSAND ONLY). The break-up of your gross salary and benefits details is set out in Annexure. Salary will be paid by the last day of each month.

PROBATION

Upon joining you will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay- for-performance Policy and any salary revision will take your performance into account.

Prepared by Revathi Loyola-5-704 Verified by John

1 of 5

VDHEBENCE TO POLICIES

Company's intranet. The policies are incorporated into the terms and conditions of employment by this communicate important information about its policies by way of electronic mail notification and/or the time to time and you agree to be bound by such subsequent versions of the policies. The Company will policies as may be decided by the Company from time to time. The Company may amend these policies from Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such other Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information During your employment with the Company you shall adhere to all policies of the Company including IT

reference.

your compensation are strictly confidential between you and the Company and should be treated as such. reference and which will be executed separately by you upon joining the Company. The matters related to Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you Corporation and any entity in which the management of Zoho Corporation or the company has substantial information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Information you have access to during the course of your employment are confidential and proprietary CONFIDENTIALITY

TRANSFERABILITY

now existing or to be set up in future and you shall be bound to work in such concerns or at such locations. management has any interest or any of the other branches or regional offices, anywhere in India or abroad, accordingly. You may also be required to work on transfer or deputation in any other concern in which the any capacity by either the management or the head of the department or section, and you agree to work employment with the company. You may be asked to work in any department or section of the Company in You may be required to work in shifts (including night shifts) at any time, during the term of your

title thereto, and protecting the Company against infringement of the patents and copyright by others. actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining writings, and discoveries made, during your employment and pertaining to the business conducted by the You agree that all works performed and things developed, including inventions, designs, improvements,

CONCURRENT EDUCATION

the company. courses in any institution/universities in India or any other foreign country, without the express approval by You shall not, during the term of your employment with the Company, pursue any full time or part time

CONCURRENT EMPLOYMENT OR BUSINESS

any act prejudicial to the interests of the Company. obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit You shall not engage yourself directly or indirectly in any other trade, business or occupation without

Loyola-5-704 Revathi Prepared by

lohn Verified by

5102

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employce, consultant or advisor for any Competitor or SI Partner of the Company. A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affil iated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

<u>Termination for misconduct</u>: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are

- found to have willfully suppressed any material information; 2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the
- company; 3. If you are found to be in breach of any of your obligations under the terms and conditions of
- employment; 4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
- 5. If you have violated the Company's policies.
- 6. If the result of any reference or background check is unsatisfactory

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affilliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

Prepared by Verified by John Revalti Loyola-5-704 3 of 5

Prepared by Revathi Loyola-5-704 Signature : Apply woold I hereby acknowledge receipt of this letter and accept the same. I shall commence employment with effect from 03.05.001 \mp I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding be treated as such. The terms and conditions of this Letter of Offer of Employement are governed by the laws of India. All disputes arising out of your employement with the Company or involving the terms and conditions of this GOVERNING LAW AND JURISDICTION The matters related to your compensation are strictly confidential between you and the Company and should joining. you agree to its terms by signing it. Kindly send your acceptance to this offer per return mail by The hard copy of the offer will reach you in due course. Please read this offer of employment carefully before Name: EASWOARAN.R Mohammed Sohail Manager - HR Yours Sincerely, With Best Wishes, career in our organisation. 12-Apr-2017. Also ensure that you return the signed copy of your offer letter seven days prior to your VALIDITY Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India. Place: Chenna Date: 20.04.2017 Verified by John 4 of 5

Annexure

: EASWARAN R

Name	: EASWARAN R		
Designation	: TECHNICAL SUPPORT EXECUTIVE		
	Details	Monthly	Annual
Basic		10000	120000
Taxable Allowance		5000	60000
HRA :		5000	60000
Other Allowance	Other Allowance & Flexible Component	3200	38400
Employer Provide	Employer Provident Fund 12% of Basic+TA*	1800	21600
Monthly CTC		25000	30000
Internet Allowance**	Se**		6000
Prosperity Sharing Plan***	g Plan***		50000
Total Cost to Company	mpany		356000
* You will be cove	* You will be covered under the Company's Provident Fund Scheme from the date of ioining the organization 11-	date of ioining t	he organization

ent Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary+TA per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund. You will be covered under

** Eligible from the date of employment

*** A one time bonus, will be paid to all the confirmed employees either during the month of April or May. Based on your performance and confirmation you will be eligible for the above mentioned PSP amount during AprilMay 2018. Please note that this PSP amount(one time bonus) is derived based on the company's productivity and subject to change every year. The above mentioned quantum is for the first year alone.

OTHER BENEFITS:

I. GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum of five years of employment with Zoho.

2. MOBILE GIFT CARD AMOUNT

All Zoho employees are paid an amount of Rs.750/- (Rupees Seven Hundred Fifty Only) per month towards mobile connection. You will be eligible to receive the same upon completion of two years of service with Zoho, from the date of joining.

3. GROUP MEDICLAIM INSURANCE

You will be covered under the Group Mediclaim policy for a sum insured of Rs.400000/- (Four Lakh). This is a floater policy where five of your dependents will also be covered along with you.

4. PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of Rs. 200000/-(Twenty Lakh)

5. GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of Rs.250000/- (Rupees Twenty Five Lakh Only).

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewals.

/erified by John

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Prepared by Revathi Loyola-5-704