

Provisional Offer:

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear Saranya V

14-0CO-230

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](mailto: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.

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

  
**K. Vijayakumar**

**Senior Manager – Human Resources**

*(Faint, illegible text)*

**For the candidate to complete:**

This is to confirm that I have received the provisional letter on 23/2/17. I hereby accept this offer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Provisional Offer:

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear Mano Rathnam

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.

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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.

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

  
K. Vijayakumar  
Senior Manager – Human Resources

For the candidate to complete:

This is to confirm that I have received the provisional letter on \_\_\_\_\_ I hereby accept this offer.

Name:

Signature:



Provisional Offer:

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

14-UCS-125

Dear Dillip Kumar K

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.

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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.

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

  
K V Jayakumar  
Senior Manager – Human Resources

**For the candidate to complete:**

This is to confirm that I have received the provisional letter on \_\_\_\_\_, I hereby accept this offer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Provisional Offer:**

Date: 23/2/2017

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.

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Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to [m\\_nasarhussain@camsonline.com](mailto: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.

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



**K. Vijayakumar**  
Senior Manager – Human Resources

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 the candidate to complete:**

Name:

Signature:

**Provisional Offer:**

Date: 23/2/17

Ref: Assistance Processing Officer 2016-17

Dear Gopina Th. M

14-UPH-050

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.

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

  
K. Vijayakumar  
Senior Manager – Human Resources

**For the candidate to complete:**

This is to confirm that I have received the provisional letter on \_\_\_\_\_. I hereby accept this offer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Provisional Offer:**

Date: 23/2/17

Ref: Assistance Processing Officer 2016-17

Dear Jagadeesh . P /4-UCO-059

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.

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

  
**K. Vijayakumar**  
Senior Manager – Human Resources

**For the candidate to complete:**

This is to confirm that I have received the provisional letter on 23/2/17. I hereby accept this offer.

Name:

Signature:



Provisional Offer:

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear John Paul Roy

14-UPH-027

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.

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

K. Vijayakumar  
Senior Manager – Human Resources

This is to confirm that I have received the provisional letter on 23/2/17. I hereby accept this offer.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

K. Vijayakumar  
Senior Manager – Human Resources

Computer Age Management Services Pvt. Ltd.  
Member of the Registrar's Association of India (RAI)

This is to confirm that I have received the provisional letter on 23/2/17. I hereby accept this offer.

Name: \_\_\_\_\_



Provisional Offer:

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear Joseph Ivan Macalsta S

14-DCCO-074

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.

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

  
K. Vijayakumar  
Senior Manager - Human Resources

For the candidate to complete: This is to confirm that I have received the provisional letter on \_\_\_\_\_, I hereby accept this offer.

Name:

Signature:

**Provisional Offer:**

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear V.S Albert Naresh

14-UCCD-013

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.

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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.

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

  
K.V. Jayakumar  
Senior Manager – Human Resources

**For the candidate to complete:**

This is to confirm that I have received the provisional letter on 23/2/2017 I hereby accept this offer.

Name:

Signature:

K.V. Jayakumar  
Senior Manager – Human Resources

Computer Age Management Services Pvt. Ltd.

This is to confirm that I have received the provisional letter on 23/2/2017 I hereby accept the offer.

**Provisional Offer:**

Date: 23/2/2017

Ref: Assistance Processing Officer 2016-17

Dear R. Balaji

Sub: Letter of Offer.

14-UCO-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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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.

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

  
K. Vijayakumar  
Senior Manager - Human Resources

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 the candidate to complete:**

This is to confirm that I have received the provisional letter on 23/2/2017 I hereby accept this offer.

We look forward to having you in our company.

Name:

Signature:

  
R. Balaji  
Senior Manager - Human Resources



# 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>

February 10, 2017

14-UCO-257

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

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.

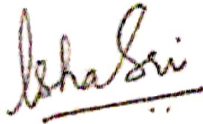
This letter and **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

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



**Mr. Mathew Thomas Parampil**

**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 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

MATHEW THOMAS  
MATHEW THOMAS (Feb 11 2017)

\_\_\_\_\_  
Signature

Feb 11, 2017

\_\_\_\_\_  
Date

**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 <sup>1a&amp;1b</sup>	3,576	42,912
Medical Allowance <sup>2</sup>	1,250	15,000
Leave Travel Allowance <sup>3</sup>	1,130	13,560
Meal Vouchers <sup>4</sup>	2,200	26,400
Conveyance Allowance <sup>5</sup>	1,600	19,200
Differential Allowance(L)	3703	44436
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>32,209</b>	<b>3,86,508</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>6</sup>	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/-....

## Annexure A

<sup>1a</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee in Level -  
Audit Assistant**

### <sup>1a</sup> Communication Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Rs.3,000/- per month

### <sup>1b</sup> Fuel Expenses

Petrol / Insurance / Repairs & Maintenance

Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for all those who are on company car lease program. Prevalent prerequisite 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 amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Medical Allowance will be paid on a monthly basis. Bills towards legitimate medical expenses incurred by you and your immediate dependents should be submitted.

<sup>3</sup> 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 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.

<sup>4</sup> 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 part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>5</sup> The Conveyance Allowance will be paid on a monthly basis as a tax exempted component. For Professionals who are on the company car lease program, this amount will be paid after appropriate tax deduction at source.

<sup>6</sup> 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 additional premium will be adjusted accordingly from the special allowance.

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

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 including termination of employment.

**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.**



# Deloitte.

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-PCO-005

**Subject: Offer of Employment**

**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

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.

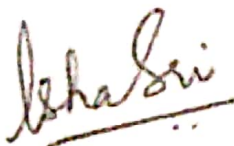
This letter and **Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

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**



**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

M. GAUTAM  
M. GAUTAM (Feb 15, 2017)

Signature

Feb 15, 2017

Date



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, 4<sup>th</sup> 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 *Pre-existing 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*



*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.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the 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*.



**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.lntec.com

L&T CONSTRUCTION/GCT/2017/27

1A-UBC-215

06.02.2017

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.

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

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

...2

Mr.C. ANIRUDH

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)	
	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 **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.
- 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).



Mr. C. ANIRUDH

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.

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

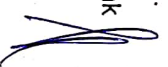
Copy of the Code of Conduct is attached hereto.

You can also access the Code of Conduct on L&T Scape portal at <http://lntscapenew.lindia.com/StaticPages/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.
- 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. C. ANIRUDH

...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,  
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.

\_\_\_\_\_ I will report on \_\_\_\_\_  
(Signature) (Date)



**LARSEN & TOUBRO**

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

L&T CONSTRUCTION/GCT/2017/28

14-DEC-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:

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

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

...21



Mr. ASHWIN SHYAM

.. 2..

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)	
	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 **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.
- 8) 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).

MR. ASHWIN SHYAM

- 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 your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
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- 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the Laws of India.
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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.

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- 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. ASHWIN SHYAM

...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.

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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) \_\_\_\_\_ I will report on \_\_\_\_\_  
(Date)



**LARSEN & TOUBRO**

Larsen & Toubro Limited,  
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P. B. No. 979, Mount Poonamallee Road,  
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Fax : +91-44-2270 5482  
www.lntec.com

L&T CONSTRUCTION/GCT/2017/39

06.02.2017

Mr. SUGANTH PRAKASH S  
B.COM - COMMERCE  
LOYOLA COLLEGE

14-UCO-264

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.

- 1) Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
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TOTAL	Rs.13700	Rs.12900

...2

Mr. SUGANTH PRAKASH S

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- 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.
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Mr. SUGANTH PRAKASH S

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.



Mr. SUGANTH PRAKASH 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.
- 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.
- 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. SUGANTH PRAKASH S

...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,  
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.  
\_\_\_\_\_ I will report on \_\_\_\_\_  
(Signature) (Date)





**LARSEN & TOUBRO**

Larsen & Toubro Limited,  
Construction  
Water & Effluent Treatment  
P. B. No. 979, Mount Poornamallee Road  
Manapakkam  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-3319 4949  
www.lntec.com

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

2<sup>nd</sup> February, 2017

Mr.Sommu Alagappan  
Loyola - Chennai

14-UCO-360

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.

- 1) 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:

Particulars	Company's Training Scheme - First 12 months	
	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400
<b>TOTAL</b>	<b>13700</b>	<b>12900</b>

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

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

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.
- 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 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.
- 8) During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-1. 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) 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.
- 10) 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).
- 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 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 your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 12) 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.

Mr.Sommu Alagappan

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) 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 /10<sup>th</sup> 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 colour 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 TRAINEE shall lapse automatically.

Yours faithfully,  
for LARSEN & TOUBRO LIMITED



(S. RAMKISHORE)  
HEAD – HUMAN RESOURCES  
WATER & EFFULENT TREATMENT 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 \_\_\_\_\_



**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/2017/30

06.02.2017

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

14-UCO-420

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.

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

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

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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:-

PARTICULARS	COMPANY'S TRAINING SCHEME (For 12 months)	
	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 **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-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).

Mr. LAVESH SANGHAVI S

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.

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://lntscapenew.lntdial.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.
- 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 SANGHAVIS

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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) | will report on \_\_\_\_\_  
(Date)





**LARSEN & TOUBRO**

**Larsen & Toubro Limited**  
Construction  
Heavy Civil Infrastructure  
P. B. No. 975, Mount Poonamallee Road,  
Manapakkam,  
Chennai - 600 089, INDIA  
Tel: +91-44-3319 2000, 3319 3000  
Fax: +91-44-3319 2950  
www.Lntesc.com

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

04th February 2017

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

14-UCO-607

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 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
<b>TOTAL</b>	<b>₹.13,700</b>	<b>₹.12,900</b>

...2

Mr. RAJIV L

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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)	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

4. A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIAL TRAINEES 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.
9. During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-1.
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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Mr. RAJIV L

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:

- i. 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, 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.
- ii. 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.

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 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.
- f. Your local address proof.



Mr. RAJIV L

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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, 4<sup>th</sup> 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 \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

rr18 rev:03

the interview you had with us, we have pleasure in selecting terms and conditions, subject to you passing your final Degree and being found medically fit by the Company's Doctor.

The period of training will be for 1 Year from the date you report for training. The duration of training will be as follows:

The course of your training period, you will carry out all directed by you by the Company, its officers and representatives and your duties and obligations assigned to you. The course will be decided solely by the Company at its discretion and as part of your training, in any of the Departments/Offices/Projects/Associates/Subsidiary Companies.

As a part of your training, the Company will pay you the following:

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

**Mr. Anandhan Mahendaran**

- 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.
- 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 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.
- 8) 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) 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.
- 10) 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).
- 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 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 your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 12) 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.

**Mr.Anandhan Mahendaran**

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) 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 /10<sup>th</sup> 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 colour 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 TRAINEE shall lapse automatically.

Yours faithfully,  
**for LARSEN & TOUBRO LIMITED**



**(S. RAMKISHORE)**  
**HEAD – HUMAN RESOURCES**  
**WATER & EFFULGENT TREATMENT 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 \_\_\_\_\_



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

04th February 2017

14-UCD-110

Mr. SHAIK AHAMED M J  
no 12/30, Writter street,  
Cantonment, Poonamalle  
Chennai, Tamil Nadu - 600056

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 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
<b>TOTAL</b>	<b>₹.13,700</b>	<b>₹.12,900</b>

Mr. SHAIK AHAMED M J

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)	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

4. A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIAL TRAINEES 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 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.
9. 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.

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:

- i. 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, 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.
- ii. 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.

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 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.
- f. Your local address proof.



Mr. SHAIK AHAMED M J

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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, 4<sup>th</sup> 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 COMMERCIAL TRAINEE 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 \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

rr18 rev:03

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

04th February 2017

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

14-USD-023

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 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
<b>TOTAL</b>	<b>₹.13,700</b>	<b>₹.12,900</b>

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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:-

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

4. A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIAL TRAINEES 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 Kachhidargah 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.
9. 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.

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:

- i. 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, 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.
- ii. 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.



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 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.
- f. Your local address proof.

Mr.ADEN JOVIS

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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, 4<sup>th</sup> 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 COMMERCIAL TRAINEE 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 \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

rr18 rev:03



GCT - 2017 Batch /TI IC - 26

07.02.2017

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

14 - UEC - 015

Email:- sankarjarjun55@gmail.com

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

PARTICULARS	COMPANY'S TRAINING SCHEME – 12 Months	
	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400
<b>TOTAL</b>	<b>13700</b>	<b>12900</b>

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	
	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.
- 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 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 – Kavalikinaru 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).



- 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 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) 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:

- 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.

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)



**LARSEN & TOUBRO**

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

L&T CONSTRUCTION/GCT/2017/34

06.02.2017

Mr. AKSHAY CHANDRASEKARAN  
B.COM - COMMERCE  
LOYOLA COLLEGE

14-UCCO-344

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.

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

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

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Mr.AKSHAY CHANDRASEKARAN

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)	
	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 **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).



Mr. AKSHAY CHANDRASEKARAN

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.

Mr. AKSHAY CHANDRASEKARAN

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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://lntscapenew.lindia.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.
- 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. 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

  
(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**

GCT - 2017 Batch /TI IC - 27

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

14-UMT-209

07.02.2017

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.

- 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 its 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	COMPANY'S TRAINING SCHEME - 12 Months	
	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400
<b>TOTAL</b>	<b>13700</b>	<b>12900</b>



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	
	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.
- 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 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.
- 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).

- 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 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.

Mr. Abiram Devnathan

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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:

- 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.

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

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date:



**LARSEN & TOUBRO**

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

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

04th February 2017

Mr. HEMANATHAN S  
No 39/1, Ellaiamman koil street,  
Vannadurai, Adyar,  
Chennai,  
Tamil Nadu- 600020.

14-UMT-030

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 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

*[Handwritten Signature]*

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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)	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

4. A lump sum amount of ₹.12,000/- will be payable to GRADUATE COMMERCIAL TRAINEES 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 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.
9. During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-1.
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.

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:

- i. 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, 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.
- ii. 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.

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 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.
- f. Your local address proof.

Mr. HEMANATHAN S

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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, 4<sup>th</sup> 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 COMMERCIAL TRAINEE 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 12/09/19 Date: 12/09/19  
(Signature)

rr18 rev:03



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

training, the Company will pay you the following salary:

<b>COMPANY'S TRAINING SCHEME – 12 Months</b>	
<b>Office Based</b>	<b>Project Based</b>
8500	8500
5200	4400
<b>13700</b>	<b>12900</b>

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	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	Rs.2800/-	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.
- 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 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).

Mr. Aaron Jude Saldanha

- 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 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) 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:
- 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.

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)





**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/2017/42

14-UCO-007

06.02.2017

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.

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

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

...2

Mr. ALAN BABU

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)	
	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 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).

MR. ALAN BABU

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.



Mr. ALAN BABU

...4...

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.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.
- 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.
- 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. 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.  
\_\_\_\_\_ | will report on \_\_\_\_\_  
(Signature) (Date)



**LARSEN & TOUBRO**

**Larsen & Toubro Limited**  
Construction  
Heavy Civil Infrastructure  
P. B. No. 375, Mount Poonamallee Road,  
Manspakkam,  
Chennai - 600 089, INDIA  
Tel: +91-44-3319 2000, 3319 3000  
Fax: +91-44-3319 2950  
www.Lntecc.com

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

04th February 2017

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

14-UCO-545

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 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
<b>TOTAL</b>	<b>₹.13,700</b>	<b>₹.12,900</b>

2 ...2

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)	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	₹.2,600/-	₹.4,100/-

4. 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 Durgam Cheruvu Bridge Project, Hyderabad, of Heavy Civil Infrastructure IC 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.
9. 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.

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:

- i. 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, 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.
- ii. 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.



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 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.
- f. Your local address proof.

Mr.ARAVINDHAN M

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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, 4<sup>th</sup> 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 \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

rr18 rev:03

L&T CONSTRUCTION/GCT/2017/43

06.02.2017

Mr. PARIL MEHTA  
 B.B.A.  
 LOYOLA COLLEGE

14-UBU-057

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.

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

PARTICULARS	COMPANY'S TRAINING SCHEME (For 12 months)	
	Office Based	Project Based
STIPEND (P.M.)	Rs.8500	Rs.8500
FLEXIPAY* (P.M.)	Rs.5200	Rs.4400
<b>TOTAL</b>	<b>Rs.13700</b>	<b>Rs.12900</b>


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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:-

PARTICULARS	COMPANY'S TRAINING SCHEME (For 12 months)	
	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 **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-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).





Mr. PARIL MEHTA

- 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 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
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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.
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- 16) You will keep us informed of your local / contact address whenever there is any change.
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- 18) 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.

Mr. PARIL MEHTA

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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.

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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.litindia.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:

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- 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.
- 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. 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.

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.

\_\_\_\_\_ I will report on \_\_\_\_\_  
(Signature) (Date)



**LARSEN & TOUBRO**

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

L&T CONSTRUCTION/GCT/2017/35

06.02.2017

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

14-UMT-202

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.

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

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

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MR.NITTIN S SAKHRANI

.. 2..

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)	
	Normal Project	Remote Project
Reimbursement of Out-of-Pocket expenses (P.M.)	Rs.2600/-	Rs.4100/-

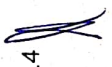
- 4) Onetime Deferred Retention Pay of Rs.12,000/- will be payable to Graduate Commercial Trainees after absorption, on successful completion of the said 12 months training period.
- 5) Gratuity: Not eligible during the training period.
- 6) Provident Fund: You will be eligible for Provident Fund from 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 **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.
- 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.1,900/- 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. NITTIN S SAKHRANI

- 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 your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
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Mr. NITTIN S SAKHRANI

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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  
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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:

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- c. Attested copies of Degree certificate and final year / semester mark sheets should be forwarded to within 3 months of your joining.
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- 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.

...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.

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)



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.

- 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.

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

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

...2

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)	
	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.
- 8) 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).

Mr. AADHARSH GIRISH

- 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 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 at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
- 18) 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.

..4..



Mr. AADHARSH GIRISH

...4...

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.itindia.com/Site/Pages/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.
- 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.

...5...



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.

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.

\_\_\_\_\_ will report on \_\_\_\_\_  
(Signature) (Date)

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

Mr. Avudainayagam A  
Loyola College  
Chennai

14-UMT-213

6<sup>th</sup> February 2017

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.

- 1) 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:

Particulars	Company's Training Scheme - First 12 months	
	Office Based	Project Based
STIPEND	8500	8500
FLEXIPAY1	5200	4400
<b>TOTAL</b>	<b>13700</b>	<b>12900</b>

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

PARTICULARS	Company's Training Scheme - First 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 Commercial trainees on successful completion of the said 1 Year of training period.
- 5) Gratuity: Training Period 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 in our **Smart World & Communication IC**. Please Report to **Our Head – Human Resources, Smart World & Communication 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.
- 8) 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) 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.
- 10) 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).
- 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 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 your work for 10 days without the Company's previous permission in writing, whatever be the cause of such absence or omission.
- 12) 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.

Avudainayagam

L.R.K

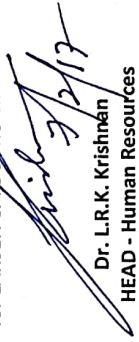
- The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

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 /10<sup>th</sup> 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.

Yours faithfully,  
for LARSEN & TOUBRO LIMITED

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

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 28 - Jan - 2017  
Date of Birth 9 - Sep - 1996  
Contact Number 9962946039

14-UCO-313

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

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...LOYDIA...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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by ...4th May...2017...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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by ...3rd 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

STRICTLY PRIVATE & CONFIDENTIAL

Date 28-Jan-2017  
Date of Birth 1-Nov-1996  
Contact Number 9176485440

14-UBC-217

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

Dear *Sagar Mohan*

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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by ....*4...May...2017*....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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by ....*3...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



STRICTLY PRIVATE & CONFIDENTIAL



Date 25-Jan-2017  
Date of Birth 3-Apr-1997  
Contact Number 9866091604 14-UCO-322

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

Dear JAISHEN . 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.

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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4-May-2017 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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3-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

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 22 - Jan - 2017  
Date of Birth 30 - Oct - 1996 14 - UCO - 337  
Contact Number 9962738002

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

Dear Kushan Raj K.V

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.

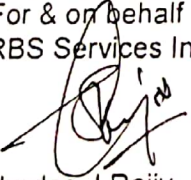
In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4 May 2017 and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

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

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3 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

STRICTLY PRIVATE & CONFIDENTIAL



Date 28 Jan 2017  
Date of Birth 19 Jan 1997  
Contact Number 9840666122

14-UCO-345

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

Dear Vishal Jain, A

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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4 May 2017 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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3 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

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 28-Jan-2017  
Date of Birth 5-May-1996 14-UCO-360  
Contact Number 7352727232

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

Dear Somma Alagappon . H .

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... Loyakta... 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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by ... 4 May 2017 ... 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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by ... 3 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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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 28-Jan-2017  
Date of Birth 17-Oct-1996 14-UCO-514  
Contact Number 9962766475

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

Dear Arnav Krishnan

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 Loyala College, Chennai successfully and presenting the mark sheet and certificate/provisional certificate 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 May 2017 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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3 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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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05



Date 28 Jan 2017  
Date of Birth 14 Apr 1995  
Contact Number 9566076938

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

Dear V. Benitto Prakash

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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For & on behalf of  
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Charles J Rajiv  
Head - Business Delivery Services,  
HR People Services India

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Date 28 Jan 2017  
Date of Birth 24 May 1997 14-UCO-258  
Contact Number 9940367454

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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

Dear Sai Prashanth M

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 Rajiv  
Head - Business Delivery Services,  
HR People Services India

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05

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

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

Dear Vineet R. 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. 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 Rajiv  
Head - Business Delivery Services,  
HR People Services India

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Date 28 Jan - 2017  
Date of Birth 8 - Apr - 1996 14-UMT-202  
Contact Number 9941144580

RBS Services India Pvt. Ltd.,  
8th Floor, Olympia Technology Park,  
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SIDCO Industrial Estate, Guindy,  
Chennai - 600 032.  
Telephone : +91 44 4397 5000  
Email: india.services@rbs.com  
www.rbs.com

Subject: Letter of Intent

Dear Nittin.S.Sakhrani

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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For & on behalf of  
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Charles J Rajiv  
Head – Business Delivery Services,  
HR People Services India.

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Date 28-Jan-2017

Date of Birth 29-Mar-1997

Contact Number 9600968855

14-UBC-215

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Alius 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

Dear Anirudh Chandrasekaran

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 & on behalf of  
RBS Services India Pvt. Ltd.

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

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Date 22 Jan 2017  
Date of Birth 7 Feb 1997 14-UMT-321  
Contact Number 9660952649

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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

Dear Samuel 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. 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 terms and conditions of employment and the salary details. In addition, an annexure

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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  
Date of Birth 5-Oct-1996 14-UCO-234  
Contact Number 9092781032

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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

Dear Deepesh Lalwani

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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Head - Business Delivery Services,  
HR People Services India

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05

Date 28 - Jan - 2017  
Date of Birth 12 - Nov - 1996 14-050-023  
Contact Number 9487105326

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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

Dear Aden Jokes - S

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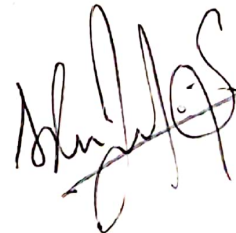
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For & on behalf of  
RBS Services India Pvt. Ltd.

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



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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05





Date 28 Jan 2017  
Date of Birth 19 Nov 1996 14-UCO-229  
Contact Number 9443206079

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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

Dear S. Sai Krishna

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For & on behalf of  
RBS Services India Pvt. Ltd.

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

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05





Date 28 - Jan - 2017  
Date of Birth 17 - Apr - 1997 14-UMT-051  
Contact Number 9444246523

RBS Services India Pvt. Ltd.,  
8th Floor, Olympia Technology Park,  
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SIDCO Industrial Estate, Guindy,  
Chennai - 600 032.  
Telephone : +91 44 4397 5000  
Email: india.services@rbs.com  
www.rbs.com

Subject: Letter of Intent

Dear Ajith - A

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 Rajiv  
Head - Business Delivery Services,  
HR People Services India

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

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

Dear Balasubramaniam Nadeen

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 order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4 May 2017 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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3 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

B. Nadeen

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 28-Jan-2017  
Date of Birth 8-Nov-1996 14-UCO-120  
Contact Number 8681060203

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

Dear Alfred Kingston .

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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In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by .....4-May-2017.....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.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by .....3-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



STRICTLY PRIVATE & CONFIDENTIAL

Date 22 Jan - 2019  
Date of Birth 17 Nov - 1995 14-UBU-052  
Contact Number 9990446585

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

Dear Michael Jonathan Jason

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.

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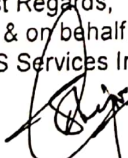
In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by 4 May 2017 and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

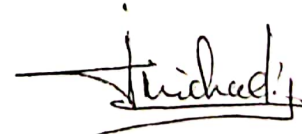
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Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by 3 Feb 2017. Should you have any questions relating to the placement, please do not hesitate to contact Kandesh Kumar Kannan (kandesh.kumar.kannan@rbs.com)

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

  
Michael Jonathan Jason

STRICTLY PRIVATE & CONFIDENTIAL





Date 22-Jan-2017

Date of Birth 2-Jan-1997

Contact Number 8883950316

14-UCA-005

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

Dear Rejoyson Amalraj . A

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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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

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05

Date 28 - Jan - 2017  
Date of Birth 19 - May - 1997 14 - UCA - 006  
Contact Number 97 9118 3945

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

Dear Satish Kumar . C

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 Rajiv  
Head - Business Delivery Services,  
HR People Services India

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05



Date 22 Jan 2017  
Date of Birth 31-Dec-1996 14-UCA-007  
Contact Number 9500155732

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

Dear *Locinda Jerald B*

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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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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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05





Date 28-Jan-2017  
Date of Birth 6-Jan-1997 14-UCA-016  
Contact Number 9942525325

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

Dear **NAVEEN BALAJI . 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. 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 Rajiv  
Head – Business Delivery Services,  
HR People Services India

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Telephone: +91 124 418 1344. Facsimile: +91 124 418 1240. Corporate Identity Number - U72900HR2001PTC05



14-UEC-247

safeharvest

Date: 03-01-17

Offer Letter

2016-17

Dear 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:

Description	Amount
Basic Salary	7,300
House Rent Allowance	4,800
Medical Reimbursement	1,000
Leave Travel Assistance	1,200
Employer Contribution of P.F.	876
Fixed Component of CTC (Per Month)	15,176
Less: Employer's Contribution to PF	876
Less: Employee's Contribution to PF	876
Less: Professional Tax	200
Total Deductions	1,952
Take Home Salary (Per Month)	13,224
Fixed Component (Per Annum)	182,112
Performance Based Incentive (Per Annum)	72,000
CTC (Per Annum)	254,112

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 443A, 1st Floor, 9th Main, 2nd Cross, HAL 3rd Stage, Bengaluru - 560 075, Karnataka INDIA. Ph: +91-80-2628 0375  
Hyderabad Office: No 6, Sy No 28 Baramajandra Village, Saroor Nagar, Rangra Road, Dist: Hyderabad 504 079  
www.safeharvest.co.in CIN:U51101KA2009PTC079900

**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 employment, 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



(Please mention full Address)

Signature-----  
PLACE :

DATE :

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

Yours Sincerely,  
Rangul Kao  
Chief Executive Officer

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.

- company:
- 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 willfully 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.

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

documents, information and property, business cards, office keys must be returned to the office prior to leaving.



Ref : Applicant No.: LOYOLA COLLEGE

Date: 18th Jan '17

Dear VINEETH R (B. Com)

**PROVISIONAL OFFER LETTER**

**Congratulations!!!**

14-UCO-208

**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.

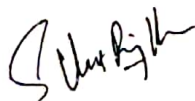
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 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**



Ref : Applicant No. : LOYOLA COLLEGE

Date : 18th Jan' 17

Dear VIVEKANANDA . G (B.COM CS)

**PROVISIONAL OFFER LETTER**

14-UBC-105

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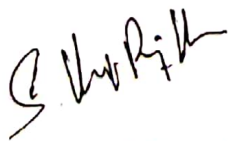
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Yours sincerely,

Sutherland Global Services

Ref: Applicant No.: LOYOLA COLLEGE

Date: 18th Jan '17

Dear SUBASH G (BCS)

**PROVISIONAL OFFER LETTER**

14-UBC-132

**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.

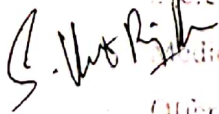
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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- 10th & 12th and UG/PG education certificates
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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,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Yours sincerely,

Ref : Applicant No. : LOYDLA COLLEGE

Date : 18th Jan 2017

Dear LAWRENCE ALEX BALUMMEL (BA.Eco)

**PROVISIONAL OFFER LETTER**

**Congratulations!!!**

14-DEC-017

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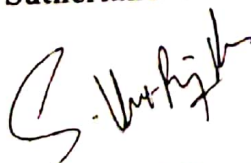
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**



Ref: Applicant No.: LOYOLA COLLEGE

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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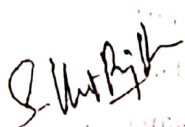
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- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work 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**

Yours sincerely,

Sutherland Global Services



Ref : Applicant No. : LOYOLA COLLEGE

Date : 18th Jan' 17

Dear KAMALRAJ.R (B.C.S)

14-UBC-141

**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.**

**Yours sincerely,**

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland Global Services

Date : 18th Jan' 17 7

Ref : Applicant No. : LOYDLA COLLEGE

Dear KASHING DOMINIC. H (BBA)

14-UBU-005

**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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Yours sincerely,

**Sutherland Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Yours sincerely,

Ref : Applicant No. : LOYOLA COLLEGE

Date : 18th Jan' 17

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**

Ref: Applicant No.: LOYOLA COLLEGE

Date: 18th Jan '17

Dear B. LOURDA JERALD (BCA)

**PROVISIONAL OFFER LETTER**

14-UCA-007

**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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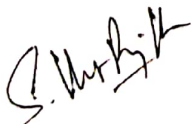
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**



Ref : Applicant No. : LOYALA COLLEGE

Date : 18th Jan '17

Dear P. ANTO GINANARAJ (BCA)

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.

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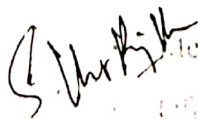
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No.: LOYOLA COLLEGE

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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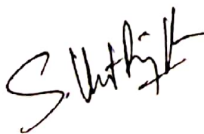
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref: Applicant No.: LOYOLA COLLEGE

Date: 18th Jan'17

Dear ALWIN POORANA IGINATIUS (B.Com)

**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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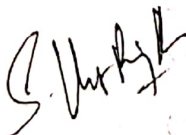
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland Global Services**



Ref: Applicant No.: LOYOLA COLLEGE

Date: 18th Jan' 17

Dear JEYAGOPAL J (B COM)

**PROVISIONAL OFFER LETTER**

14-UCO-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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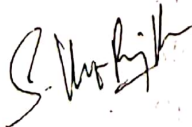
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland Global Services**



Ref : Applicant No. : LOYOLA COLLEGE

Date : 18th Jan '17

Dear NITTIN . S (BSc Maths)

**PROVISIONAL OFFER LETTER**

14-OMT-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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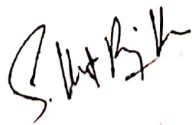
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Please produce this letter at the reception.

Ref : Applicant No. : LOYOLA COLLEGE

Date : 18th Jan 17

Dear ARAVIND.C (BSc Maths)

**PROVISIONAL OFFER LETTER**

14-UMT-247

**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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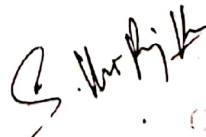
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Yours sincerely,

**Sutherland Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**

Note: Please produce this letter at the reception.

Ref: Applicant No.: LOYOLA COLLEGE

Date: 18th Jan' 17

Dear R. SAMUEL FRANKLIN (B.Sc Maths)

**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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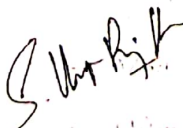
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Yours sincerely,

**Sutherland Global Services**



**Authorized Signatory**

**Candidate Acceptance**





Dear RIYAZ 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.

TCS aims to attract the country's finest and enthusiastic talent to partner in our endeavor to experience certainty.

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: RIYAZ AHAMED. M  
Signature: Riyaz  
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,

**Rustom Sigantoria**  
Head Talent Acquisition, BPO Services

TATA CONSULTANCY SERVICES

TCS Confidential

**TATA CONSULTANCY SERVICES**

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 VIVEKANANDA . G

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: Vivekananda . G  
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,

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services



Dear MURALI 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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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: MURALI DHARAN. M  
Signature: Murali Dharan. M  
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,

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services

TATA CONSULTANCY SERVICES

TCS Confidential

**TATA CONSULTANCY SERVICES**

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.

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: G. SUBASH  
Signature:   
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,



Rustom Sigantoria  
Head Talent Acquisition, BPO Services

TATA CONSULTANCY SERVICES

TCS Confidential

**TATA CONSULTANCY SERVICES**

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  
Company Identification No. (CIN) : L22210MH1995PLC084781

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Dear *AGIL ARUNACHALAM.V*

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: *AGILARUNACHALAM.V*  
Signature: *v@yey*  
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. Siganporia*

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services

**TATA CONSULTANCY SERVICES**

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

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 RAGHU RAMAN . K

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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: RAGHU RAMAN . K  
Signature: k. Raman . K  
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,

Rustom Sigantoria  
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  
Corporate Identification No. (CIN) : L22210MH1995PLC084781



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. ARAVINDHAN  
Signature: *M. Aravindhan*  
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. Sigamania*

**Rustom Sigamania**  
Head Talent Acquisition, BPO Services



Dear M. ANANDHAN

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. ANANDHAN

Signature: [Handwritten Signature]

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,

[Handwritten Signature]

**Rustom Sigamporia**  
Head Talent Acquisition, BPO Services





Dear E. AJAY THEOPHILUS

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: E. AJAY THEOPHILUS

Signature: [Handwritten Signature]

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,

[Handwritten Signature]

**Rustom Sigamoria**  
Head Talent Acquisition, BPO Services

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Corporate Identification No. (CIN) : L22210MH1995PLC084781

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Dear A. SUSAI RICHARD

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: A. SUSAI RICHARD  
Signature: A. B. H.  
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,

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services



Dear A. AMUL BERNARD

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: A. AMUL BERNARD  
Signature: *A. Amul Bernard*  
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,

Rustom Sigamoria  
Head Talent Acquisition, BPO Services

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Dear V. M. SHYAM RUDHY

14-NTT-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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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: V.M. SHYAM RUDHY  
Signature: V.M. Shyam Rudhy  
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,

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services

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14-UMT-050

Dear D.S. MANOVA.

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: D.S. MANOVA.

Signature: *D.S. Manova*

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. Siganporia*

Rustom Siganporia  
Head Talent Acquisition, BPO Services

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Dear K.V. SACHIN

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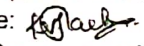
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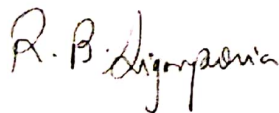
Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: K.V. SACHIN  
Signature:   
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,



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: BAPTIST A  
Signature: A. Baptist  
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,

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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Kindly confirm your acceptance by signing below:

Name: SAM EBENEZER.S  
Signature: *[Handwritten Signature]*  
Date: 27/11/17  
Place: CHENNAI.

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

For Tata Consultancy Services Limited,

*[Handwritten Signature]*

**Rustom Sigamoria**  
Head Talent Acquisition, BPO Services





14-UCO-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. MORRIS JAYAKOMAR  
Signature: M. Morris Jayakumar  
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,

Rustom Sigantoria  
Head Talent Acquisition, BPO Services

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Dear L. JOHN, PAUL RAJ

14-UPH-027

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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. Siganporia*

Rustom Siganporia  
Head Talent Acquisition, BPO Services



Dear M. ANANDHAN

14 - UCO - 645

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Kindly confirm your acceptance by signing below:

Name: M. ANANDHAN  
Signature: [Signature]  
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,

[Signature]

**Rustom Sigamporia**  
Head Talent Acquisition, BPO Services



14-UCO-545

Dear **M. ARAVINDHAN**

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Kindly confirm your acceptance by signing below:

Name: **M. ARAVINDHAN**  
Signature: *Aravindhan*  
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. Siganporia*

**Rustom Siganporia**  
Head Talent Acquisition, BPO Services

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14-UBC-108

Dear FERGIN-V,

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.

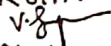
TCS continues to invest in new technologies, processes, and people who can help our customers experience certainty. From generating novel concepts through TCS Innovation Labs and academic alliances, to drawing on the expertise of key partners, TCS keeps clients operating at the very edge of technological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

TCS aims to attract the country's finest and enthusiastic talent to partner in our endeavor to experience certainty.

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.

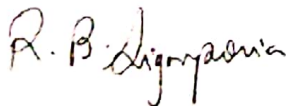
Any offer/appointment given to you in this regard will be revoked and stands void if you fail to successfully complete your graduation/post graduation.

Kindly confirm your acceptance by signing below:

Name: FERGIN-V  
Signature:   
Date: 27-01-14  
Place: CHENNAI

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

For Tata Consultancy Services Limited,



**Rustom Sigantoria**  
Head Talent Acquisition, BPO Services

**TATA CONSULTANCY SERVICES**

2016-17

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

To

**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

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**ADHERENCE TO POLICIES**

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such other policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

**CONFIDENTIALITY**

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation and any entity in which the management of Zoho Corporation or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

**TRANSFERABILITY**

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

**ASSIGNMENT OF RIGHTS IN WORK**

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

**CONCURRENT EDUCATION**

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

**CONCURRENT EMPLOYMENT OR BUSINESS**

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

Prepared by :  
Revathi  
Loyola-5-704

Verified by  
John



### **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 employee, 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 Affiliated Companies.

### **TERMINATION**

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: 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 Affiliated 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  
Revathi  
Loyola-5-704

Verified by  
John

**GOVERNING LAW AND JURISDICTION**

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

**VALIDITY**

The hard copy of the offer will reach you in due course. Please read this offer of employment carefully before you agree to its terms by signing it. Kindly send your acceptance to this offer per return mail by 12-Apr-2017. Also ensure that you return the signed copy of your offer letter seven days prior to your joining.

The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organisation.

With Best Wishes,

Yours Sincerely,

**Mohammed Sohail**  
Manager - HR

I hereby acknowledge receipt of this letter and accept the same. I shall commence employment with effect from 03.05.2017

Signature: 

Date: 20.04.2017

Name: Easwaran R

Place: Chennai

Prepared by  
Revathi  
Loyola-5-704

Verified by  
John

4 of 5

Annexure

Name : EASWARAN R  
Designation : TECHNICAL SUPPORT EXECUTIVE

Details		
	Monthly	Annual
Basic	10000	120000
Taxable Allowance	5000	60000
HRA	5000	60000
Other Allowance & Flexible Component	3200	38400
Employer Provident Fund 12% of Basic+TA*	1800	21600
Monthly CTC	25000	300000
Internet Allowance**		6000
Prosperity Sharing Plan***		50000
<b>Total Cost to Company</b>		<b>356000</b>

\* You will be covered under the Company's Provident 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.

\*\* 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 April/May 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:**

**1. 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. 2000000/- (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.2500000/- (Rupees Twenty Five Lakh Only).

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewals.

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