

10 April 2022

## Hearty Welcome!



Dear Kunal Mukherjee

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J**  
**Vice President (HR)**

To  
Kunal Mukherjee  
Regional College of Management  
Bangalore 562164



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

## **Offer of appointment to Ms. Gazal Sood as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

### **Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Mumbai / Andheri East** situated at Ground Floor, Mariam Apartment, Opp.Gurudwara, Mahakali Caves Road, Andheri East, Mumbai-400093. You will have to join Branch/Office: Mumbai / Andheri East on 05/05/2022 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

### **Pre Induction e-Learning & Orientation programme**

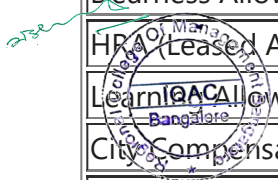
As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 22/04/2020 to 24/04/2020. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

### **Remuneration**

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRM (Leased Accommodation)	13500.00
Learn@CAC Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
<b>Total</b>	<b>71417.57</b>



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- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

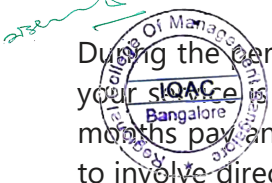
### **Learning Plan for Probationers**

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

### **Probation/ Confirmation**

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your appointment is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.



## Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.
- j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.



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Devanahalli, Bangalore



You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

## **Resignation**

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.



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Devanahalli, Bangalore

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/ Subsidiaries of the Bank to be opened in future.

As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

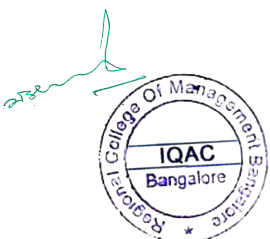
**John P J**  
**Vice President (HR)**

I, Kunal Mukherjee accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)



  
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Devanahalli, Bangalore



# Annexure

## Monthly Emoluments

<b>Particulars</b>	<b>Amount (Rs.)</b>
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	14013.57
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8800.00
<b>Total</b>	<b>84992.57</b>

# after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

\*You will be eligible for monthly conveyance allowance as follows;

a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

**OR**

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

**OR**

c) Fixed conveyance of 3000/-



  
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## Other Allowances

<b>Allowances</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Vehicle Maintenance Allowance	3700.00	Yearly
Leave Encashment (Annual)	10132.93	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

\*Will vary according to the profit position of the Bank.

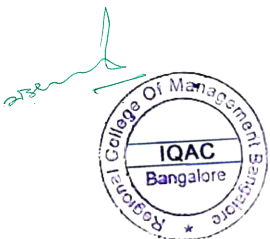
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Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd



A handwritten signature in green ink is positioned above the printed name and title of the Director. The text reads: "DIRECTOR REGIONAL COLLEGE OF MANAGEMENT BANGALORE Devanahalli, Bangalore".



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BFS031407-6707960

**Date:** May 30, 2022

**Lucky Das**  
RCM, Bangalore 562164

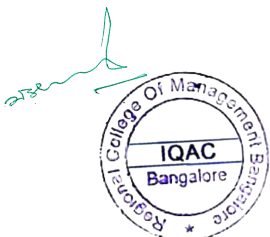
Dear **Lucky Das**

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110002  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
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DIRECTOR  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7  
Tolstoy Marg, New Delhi-110001  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Bangalore, Karnataka



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2022**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

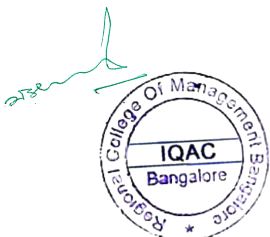
For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

**Lucky Das**

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

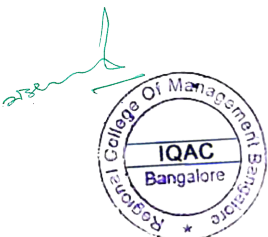


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

Handwritten signature in blue ink above the text:  
**DIRECTOR**  
**REGIONAL COLLEGE OF MANAGEMENT BANGALORE**  
Devanahalli, Bangalore



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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	<b>Lucky Das</b>
<b>BAND</b>	<b>5B</b>
<b>DESIGNATION</b>	<b>Senior Associate</b>
<b>LOCATION</b>	<b>India&gt;Bangalore&gt;Bangalore Surya Park IN - Office</b>
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

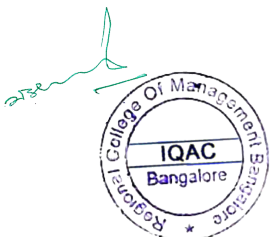
For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

Lucky Das

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
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Devanahalli, Bangalore



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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

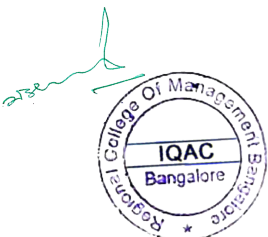
**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





genpact

Transformation  
Happens Here

Dear Lucky Das  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2022  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

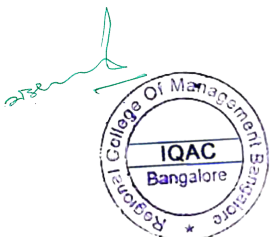
**Accepted and Agreed**

**Lucky Das**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001**



Handwritten signature in green ink and a printed name: **DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore**



Date: 30 May, 2022

**Subject: Offer of Employment**

Dear Madhavi

**Hearvest Congratulations to you!**

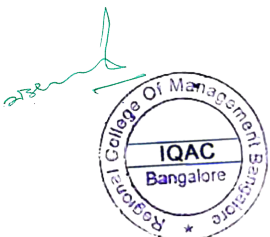
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 30 May, 2022

**Name:** Madhavi

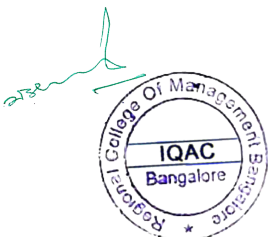
**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediciam: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## **Offer Letter**

**Date: December 12, 2022**

Dear Madhina M

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position - Executive–Client Servicing (FSF)**

**CTC - 4,00,000/-LPA**

**Location - Pan India**

An offer letter will be issued to you post successful completion of your documentation.

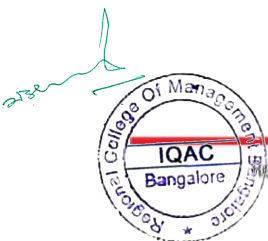
In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Madhup Agarwal

National Head, HR



Head Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### **Documents required for issuing the offer letter**

We request you to send the below listed documents at [sablok.ritika@indiamart.com](mailto:sablok.ritika@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card ( Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date



Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Date: 16th December 2022**

**FORM 'A'**

**To,**  
**Manda Srinath**  
**RCM, Bangalore 562164**

**Dear Manda Srinath**

We are pleased to forward you the **Offer Letter attached** herein and would like to formally welcome you to the growing IntelliPaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

**Address: IntelliPaat Software Solutions Private Limited**

**1st Floor, Khykha Court-I, No.5, 1st Cross, Madiwala, Hosur Road, 1st Cross Rd, Bengaluru, Karnataka - 560068**

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the IntelliPaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

**Yours Truly,**  
**For IntelliPaat Software Solutions Private Limited**

**Bala Krishna Murthy**  
**Human Resource Manager**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Date: 16th December 2022**

**To,**  
**Manda Srinath**  
**RCM, Bangalore 562164**

**Dear Manda Srinath**

**Sub: Offer Letter**

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **IntelliPaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

**1) Designation:**

Your designation will be '**Inside Sales Manager**'.

**2) Compensation & Benefits:**

- a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b. Your Annual Compensation will be Rs. 5,54,000/- (Rupees Five Lacks Fifty Four Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

**3) Effective Date of Joining:**

You are requested to report for duty on **6<sup>th</sup> January 2023**. Your appointment will come into effect from your date of joining.



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore  
16/12/2022



#### 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- d.
- e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

#### 5) Retirement:

On your 58th birthday you will be relieved from your official duties

#### 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

#### Note:

- Number of working days is 6 days in a week for the first 4 months.
- Week offs will be based on roster. You are eligible to avail alternative Saturday off, 5th month onwards based on your performance.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours Truly,

For Intellipaat Software Solutions Private Limited

**Bala Krishna Murthy**  
**Human Resource Manager**

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non- Disclosure Agreement documents enclosed with this letter.

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



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

Place:-----

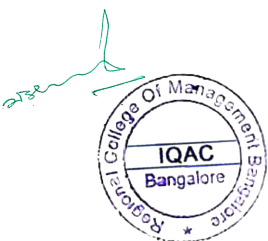
Date:-----



## Annexure 1

Name: Manda Srinath

	Monthly Income		Yearly
	First 4 months	After 4 Months	
Basic	10,900	14,750	177,000
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	500	640	7,680
Broadband bill	500	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
Professional Tax - C	200	200	2,400
<b>Fixed Cost to Company - A</b>	<b>28,000</b>	<b>32,000</b>	<b>384,000</b>
Performance Link Incentives - B	10,000	10,000	120,000
Take Home (A+B-C)	37,800	41,800	
Yearly Performance Bonus			50,000
<b>Total Cost to Company</b>			<b>554,000</b>
Considered 100% achievement of incentives			



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Manoj Kumar

Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

April 06, 2022

Dear Manoj Kumar

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2022. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documentation acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of IIPPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by IIPPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayithri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

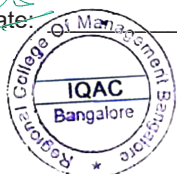
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Manoj Kumar

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Manoj Kumar

Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

**April 06, 2022**

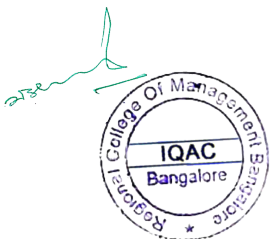
Name: Manoj Kumar

Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Manoj Kumar  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

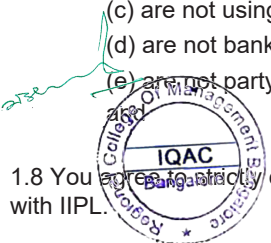
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

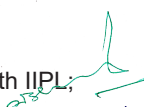
1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
- (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
- (c) are not using any illicit drugs;
- (d) are not bankrupt;
- (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Serilingampally, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

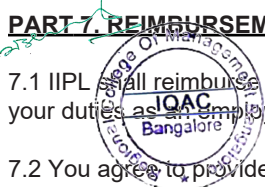
6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing all monies actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and you undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your assigns, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to IIPL's business such that IIPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to IIPL at law or in equity, IIPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of IIPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that IIPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of IIPL. IIPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If IIPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by IIPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of IIPL could injure the reputation or business of IIPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of IIPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with IIPL at any time by providing IIPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with IIPL for any reason, you agree that all items in possession of you in respect of IIPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of IIPL and you shall personally deliver same promptly to IIPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of IIPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**

14.1 Non-Disparagement:

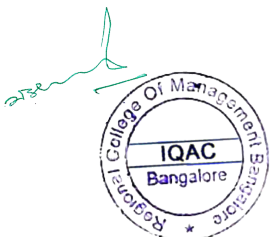
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Manoj Kumar

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

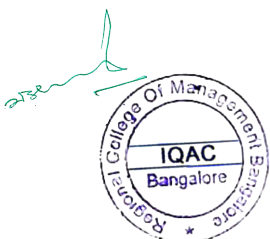
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Manoj Kumar

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

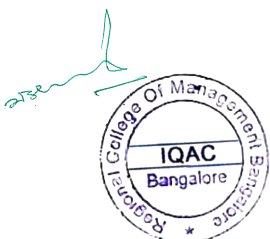
IPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Manoj Kumar

Date: \_\_\_\_\_



  
DIRECTOR  
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Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

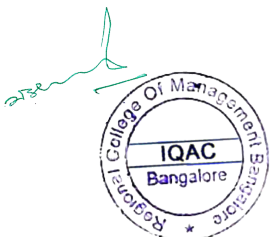
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Manoj Kumar

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore