

To,  
Abhishek Sunil Nemmaniwar  
Monday, 4 November 2024

## Employment Offer Letter- Full Time

Dear Abhishek,  
Congratulations!!

We are pleased to extend you an offer of Employment based on the interview discussions you had with us. Details of the terms and conditions of offer are as under:

1. Designation: Medical Coder
2. Band: E1/A1
3. Department: Medical Record Review (24\_09)
4. Sub Department: IND - MRR Quality Assurance (24030)
5. Place of Reporting: Tower 1, 5th Floor, Infocity, Near Indroda Circle, Gandhinagar
6. Date of Reporting: On or Before Thursday, 28 November 2024
7. Working Days : Monday-Saturday
8. Time of Reporting: 11:00 AM
9. Your Current Shift Timings :Morning Shift 1
10. Compensation: Total compensation of ₹25,000.00 Per Month (TCTC) along with Performance Bonus (PB). Please refer to Annexure 1.
11. Joining Formality: Please refer to Annexure 2.

\*This offer is contingent on your commencing your employment with Advantmed India LLP on Thursday, 28 November 2024 .

By Accepting this offer letter, you expressly agree that you will join on or before DOJ. The terms and conditions of this Offer Letter are valid for 2 working days from the date of releasing this offer letter for acceptance and submission of your resignation email. Detail of your employment will be provided in Appointment Letter, which will be issued to you upon joining.

Once you accept the Employment Offer, you will be subject to Employment Background Verification. For details please see Annexure 3.

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

Looking forward to a long and mutually beneficial career with us.

Yours truly,  
**Advantmed India LLP**



**Girish Gopalani**  
**Director – Human Resources**

I have read the details mentioned in the Offer letter and Annexure. I accept the employment offer and agree to abide by terms and conditions of my employment with the company. I understand that company operates in a 24x7 environment and that will entail working in different shifts and stretched working hours as per company requirements. My Allocated Shift is: (Morning Shift 1- 8:00 AM - 5:30 PM)

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

Name: Abhishek Sunil Nemmaniwar

Date: Monday, 4 November 2024

**Annexure 1**  
**COMPENSATION DETAILS**

Name of Employee: Abhishek Sunil Nemmaniwar  
Designation: Medical Coder  
Band: E1/A1  
Department: Medical Record Review (24\_09)  
Sub-Department: IND - MRR Quality Assurance (24030)

Total Cost To Company - INR ₹300,000.00 P.A. (Including Performance Bonus)		
Income		
Components	Per Month	Per Annum
Basic Salary	₹13,235.00	₹158,820.00
Leave Encashment	₹509.00	₹6,108.00
HRA	₹2,986.00	₹35,832.00
Bonus @ 8.33%	₹1,102.00	₹13,224.00
Other Allowance	₹0.00	₹0.00
<b>Total Gross</b>	<b>₹17,832.00</b>	<b>₹213,984.00</b>
Employer Contribution		
PF	₹1,588.00	₹19,056.00
ESIC	₹580.00	₹6,960.00
<b>Total Employer Contribution</b>	<b>₹2,168.00</b>	<b>₹26,016.00</b>
Employee Deduction		
P.F. (EE)	₹1,588.00	₹19,056.00

ESIC (EE)	₹134.00	₹1,608.00
P.T.	₹200.00	₹2,400.00
<b>Total Deduction</b>	<b>₹1,922.00</b>	<b>₹23,064.00</b>
<b>Net Pay</b>	<b>₹15,910.00</b>	<b>₹190,920.00</b>
<b>Total Fixed compensation</b>	<b>₹20,000.00</b>	<b>₹240,000.00</b>
*Performance Bonus (Monthly)	₹5,000.00	₹60,000.00
<b>Total CTC (Fixed + Performance Bonus)</b>	<b>₹25,000.00</b>	<b>₹300,000.00</b>

\*Certain components as well as “Other Allowance” will vary basis your selection of Flexi Reimbursements. Other Allowances as specified in this letter shall be categorized into various components like Telephone, Internet, Health Club and Child Education, based on your band/ grade for tax implications and other advantages.

Deductions - Professional Tax, PF, ESIC and TDS will be as per Govt. Rules and Regulations, applicable from time to time.

\*Monthly Performance Bonus Up to INR ₹5,000.00 /- shall be based on Departmental Performance Bonus Policy (Payable Monthly).

**Disclaimer:** This letter contains confidential information and is intended for the recipient only, as addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing and/or taking any action in reliance on the contents of this letter is strictly prohibited. You should return this letter to the HR department of Advantmed India LLP immediately.

**Annexure 2**  
**JOINING FORMALITY DETAILS**

Please note, on the day of Joining:

1. Please report on time.
2. Bring **all original documents and clear photocopies** with you for document verification purpose, the original documents will be returned to you.
3. In case of any concern/queries, please connect with your recruiter on +91-7874418329 - Hiren Shah

Sr No	Particulars (Bring Original Document + Photocopy of Document)	Proof
1	Identification & Address Proof (anyone)	Passport
		Aadhar Card (Mandatory)
		Driving License
		Voter ID
2	Bank Formality (all documents compulsory)	PAN Card
		2 Passport Size Photographs
3	Education Documents (All applicable documents)	10th Mark sheet
		12th Mark sheet
		School Leaving Certificate
		Graduation: Degree / Diploma & All

	compulsory)	Semester Mark Sheets
		Post-Graduation: Degree / Diploma & All Semester Mark sheets
4	Work Experience Documents (Current/Last Company)	Appointment Letter
		Relieving Letter
		Experience Letter
		Last 3 months pay slip/Bank Statement
	Work Experience Documents (Previous Company)	Appointment Letter
		Relieving Letter
		Experience Letter
		Last 3 months pay slip/Bank Statement

## Annexure 3

# BACKGROUND CHECK DISCLOSURE, AUTHORIZATION AND RELEASE

### NOTICE

As part of the Company's ongoing security efforts and to ensure a safer environment for our employees, visitors and stakeholders; company policy requires that a background check to be conducted on final candidates for staff appointments, temporary employees, interns and trainees. Current employees who changes jobs due to promotion, lateral transfer or reassignment or who undertakes new duties that permit a background check may also be subject to such checks. Back ground check may be conducted in a random manner as well.

Current employees must notify the Company within 5 days of receipt of court notice/police summons/ arrests because of any criminal offenses and are subject to the verification.

Any negative Back ground check and Drug screening will lead to cancellation of employment offer or promotion offer or may lead to disciplinary action up to or including separation.

### DISCLOSURE

This document, which you should read carefully, has been provided to you because the company may obtain information about you for employment purposes from various agencies. Thus, you may be the subject of a "Verification Report" and/or an "Investigative Verification Report" which may include information verification including but may not be limited to information regarding your character, general reputation, personal characteristics, credit standing and/or mode of living, credit history, criminal history, motor vehicle records ("driving records"), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. The scope of this notice and authorization is all-encompassing, however, allowing the company to obtain from any outside organization all manner of verification reports and investigative verification reports now and throughout the course of your employment.

### AUTHORIZATION & RELEASE

I, hereby authorize **Advantmed India LLP** and/or its agents/employees to make an independent investigation including but may not be limited to information regarding your character, general reputation, personal characteristics, credit standing and/or mode of living, credit history, criminal history, motor vehicle records ("driving records"), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. Including those maintained by both public and private organizations and all public records. The purpose of this authorization is to confirm the information contained on my Application and to obtain other information which may be material to my qualifications for service as an employee now and, if applicable, during the tenure of my employee service with the company.

To facilitate the background screening, I agree to provide the company with my full name, date of birth, and other personal information requested on the Background Screening Disclosure Form. I understand that my failure to provide this authorization or information may result in my ineligibility to serve the organization.

I approve release of any kind of information requested by **Advantmed India LLP**, for verification purpose. I agree that I will not hold any organization accountable for releasing any information about me to **Advantmed India LLP**. I appeal the organizations to cooperate with the verification details and do the needful.

I have carefully read and understand this **Background Check Disclosure, Authorization And Release** and, by signing below, I authorize **Advantmed India LLP** to collect all required information regarding me from all available resources, institutes, and companies.

**Full Name:** Abhishek Sunil Nemmaniwar

**Driving License Number / PAN card Number/Passport Number:** \_\_\_\_\_

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

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





Date: 28<sup>th</sup> August 2024

To,

Anmol Dwivedi,  
Contact: + 91 62650 23137

**Dear Anmol,**

We are pleased to inform you that your joining date at **Börm Bruckmeier Infotech India Pvt. Ltd.** has been scheduled for **Thursday, 3rd October 2024**. We look forward to welcoming you to our team.

Please report to the following office address at **11:00 AM** on the specified date:

**Office Address:**

Börm Bruckmeier Infotech India Pvt. Ltd.  
Plot no. 552, Sector- 28,  
PCNTDA, Nigdi  
Pune-411044

We are excited to have you on board and are confident that you will make a significant contribution to our organization. Should you have any questions or need further assistance before your joining date, please feel free to contact us.

Thank you and welcome to the team!

Best Regards,

*Swati Kulkarni*

**Swati Kulkarni**  
**Asst. HR-Manager**

Date: 11<sup>th</sup> September 2024

To,

**Ms. Ashwini Koturwar,**

**Pune**

**Dear Ashwini,**

**Appointment Letter for Employment**

With reference to your interview with us and the subsequent offer dated: 09<sup>th</sup> September'24, we have pleasure in appointing you as Clinical Data Associate with "**Ascentrik Research Pvt. Ltd.**" (herein after referred to as Ascentrik), inter-alia on the following broad terms and conditions stated herein below, should you accept the employment. This appointment is in contingent on you providing Ascentrik, in a timely manner, with appropriate documents, such as relieving letter, identity proof etc. within 1 (one) week of joining:

**1. Date of Joining:**

The employment will commence from 11<sup>th</sup> September'24. You will be designated as **Clinical Data Associate, Level 1.**

**2. Remuneration:**

Your Cost to the Company (CTC) will be **INR 23,465/- (Rupees Twenty-Three Thousand Four Hundred and Sixty-Five)** on monthly basis (**INR 2,81,580 per annum**). The details of your salary break up and benefits are as described in detail in the Annexure A enclosed herein. Your compensation will be subject to applicable tax deductions and Central and State level levies as may be mandated under the Indian law at the time of such payment. Future adjustments in compensation, if any, will be made by Company in its sole and absolute discretion based on performance review. There is no contractual entitlement to any increase to compensation on such review.

Your salary will be paid to you on monthly basis on or before 7<sup>th</sup> day of the month immediately following the month for which it is due.

You shall get all expenses required to be incurred in relation to carrying out his / her duties pre-approved by the Company and shall be reimbursed on producing the details of expenses including original vouchers/ bills Evidencing incurring of expenses.

Any payment made to you by the Company shall be subject to tax deduction at source under the Income Tax Act, 1961.

Your **CTC** (Cost to Company), will be **Rs. 2,81,580 (Two Lakhs Eighty-One Thousand Five Hundred and Eighty)**

**Annexure A**

<b>Fixed Pay</b>	
<b>Gross salary</b>	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Conveyance Allowance	1,089

**\*The PF contribution will be deducted @12% on Basic.**

**\*The PF employer contribution will be paid over and above the Gross salary.**

**\*Applicable Professional Tax will be deducted if the Gross Salary increases more than 25,000.**

**3. Place of Work:**

Your present place of work will be at Pune, Maharashtra. However, during the course of your services, The Company may require you to work out of such other location or any other establishment as the Company may determine in India or Abroad and shall undertake such travel within India and overseas as the Company shall reasonably require in the proper performance of your duties.

You hereby agree and acknowledge that the management of Ascentrik shall have the right to decide regarding the potential of each of its workforce/employees. Hence, to optimize the maximum output of the employees, and for the benefit of Ascentrik. There will be situations where it is in the Company's best interest to transfer you within a department or from one department to another. The management shall reserve the right to transfer you within a department or from one department to another or between its offices in Pune/ Navi Mumbai, as the need may be. These transfers will occur when and where Ascentrik feels it is appropriate. It is further understood and agreed that Ascentrik, at its option, may depute or second you to work at any of its subsidiaries, affiliates or clients. The deputation, in each case, shall be approved by the Human Resource Department of Ascentrik. In the event you do not consent to such transfer the management shall reserve the right to initiate appropriate disciplinary actions against you as per its policies and this may result in termination of your services.

**4. Probation and Confirmation:**

You will be on a Probation period for the Six months from your date of appointment, which may be extended by the Company in its sole discretion for such further period/periods as it may deem fit. Based on your performance your services, either initial or extended as the case may be, the Company

may in its sole discretion confirm your services. You will be deemed to be on probation until you receive the Letter of confirmation in writing from the Company and to that extent your probation would be deemed to be extended by the Company.

During the probationary period, the Company may terminate your employment by giving you thirty (30) days' written notice, without assigning any reasons thereof. The Company may at its discretion relieve you from service early by paying you salary in lieu of any unexpired notice period.

**5. Reporting, Duties and Responsibilities:**

All the Employee activities in the course of employment shall be under the superintendence, supervision, direction and control of the Management. The Employee shall abide by various policies, guidelines, rules, regulations etc., relating to employees, terms of service, leave, etc., that may be laid down by the Company from time to time. The Employee shall agree and accept the duties assigned from time to time at the discretion of the management.

Your duties and responsibilities will be as assigned to you from time to time by the Company. The Company has the right to make any modifications to the scope / nature of duties to be performed by you and the same shall not be questioned, disputed or challenged by you under any circumstances.

You understand that you shall at all-times be subject to the superintendence, guidance and control of the Company or any entity in which you are sent on deputation at the discretion of the Company. You agree to devote whole of your time throughout the day and your attention in discharging the duties as may be assigned to you from time to time.

During the term of your employment, you shall devote yourself exclusively to the business and interests of the Company. You shall not take up employment with any other concern or engage in full time/part time business, profession or occupation whatsoever.

You shall not do any act (except where such act has been pre-approved and specifically authorized), which has or may have the effect of exposing Company to any third-party liability.

**6. Working Hours:**

Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month. However, on occasions, you may be required to work additional or irregular hours to meet workload peaks, and customer working hours and patterns. You shall make yourself available at all times as and when called upon to perform the official duties. Any overtime must be specifically approved by the Company Manager and shall be compensated. Any unauthorized overtime shall not be remunerated.

**7. Leave and other Benefits:**

You are entitled to national and festival holidays, notified by the Government of India, in a year as may be informed by the Company.

In addition to national holidays and holidays you shall be entitled for 21 days leave in each calendar year (and pro-rata in periods less than a year). A maximum of 2 weeks of holidays can be taken in a row as a single block in the year. In case more than 2 weeks of holidays are required in continuation, prior approval shall be required 3 weeks in advance and is subject to acceptance of the management.

You are entitled to accumulate a maximum of thirty days of unused paid leave to be used in the following year (with aggregation from year to year). Any accumulated leaves in excess of thirty days shall automatically lapse.

Except where the leave is taken on account of sickness or accident or for attending to any sickness, accident or death in the family (in such cases, you shall promptly inform the Company of the reasons for taking leave), you shall apply in advance of your intention to take leave, considering which the Company may either approve or reject the leave application, citing reason of rejection thereof.

In case you are absent for a continuous period of three (3) working days (including absence when leave though applied for but has not been granted), the Company shall have the option to terminate your services without the requirement of giving you any notice or compensation in lieu of notice.

If the Employee shall be prevented by illness (including mental disorder), accident, injury or other incapacity from properly performing the administrative and accounting services, he/she shall report this fact forthwith to the Company and if the Employee is so prevented for three (3) or more consecutive days, he/she shall provide a medical practitioner's statement immediately following his/her return to work after the period of absence.

You will be eligible to receive any payment which the Company is required to make to you under the applicable laws in accordance with Indian law during the course of your employment.

**8. Resignation:**

In case of resignation, you will be relieved from the services only after serving 60 days' notice or by paying 60 days' of salary in lieu thereof.

**9. Termination of Employment:**

Upon confirmation, unless otherwise agreed in writing, your employment may be terminated by the Company by giving 30 days' notice or upon giving 30 days' salary in lieu of notice. In addition, in the event, you are working on any assignment or assignments during the said notice period, such assignment or assignments must be completed to the satisfaction of the Company, before your services are released. Should you fail to make yourself available for work during any period of notice of termination (otherwise than with the Company's consent or at the Company's direction) you shall not be entitled to payment of any salary or any benefits in respect of such absence.

The Company reserves the right in its absolute discretion to require you to stay away from the Company premises and engagement in work for the Company during the notice period, or require you to carry out specific duties for the Company during the notice period.

During the period of employment, if your work is not found satisfactory or your attendance is not regular, the Company may at its sole discretion terminate the employment without 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 such termination as provided hereinabove, all benefits including salary / perquisites allowances shall stand forfeited immediately, and you will not receive any statutory benefits as applicable to you on the date of your termination. The Company will initiate appropriate Legal actions and will withhold the salary & the experience letter till matter is resolved via appropriate procedures.

If employee commits any breach of this agreement or is guilty of misconduct, dishonesty, absence without leave, disobedience of any lawful orders or instructions or any misconduct calculated to bring the company or its employees into disrepute (Inclusive of any act outside your duty hours and outside the premises of the establishment which has material bearing on the smooth and efficient functioning of the company), the employee's services will be terminated without notice or any payment in lieu of notice and in such case employee will have no claim on the company.

The Company is entitled to terminate your services for any reasonable cause, pursuant to conducting a disciplinary inquiry, without any notice period or payment in lieu of notice, if you are proved guilty of any of the following (including but not limited to):

- (i) Any act of gross misconduct or gross negligence or commits or repeats or continues (after warning) any other material breach of his / her obligations under this Agreement;
- (ii) A fundamental breach of contract or terms of appointment or Company's policies;
- (iii) Any insubordination, indiscipline, dishonesty, or negligence of duty on your part. Disclosure of any information (confidential or otherwise) concerning the business of the Company shall amount to indiscipline and dishonesty;
- (iv) Convicted of an offence constituting moral turpitude and/or criminal acts;
- (v) Falsification of data;
- (vi) Causing loss to the Company or employees; or
- (vii) Violation of other agreements signed at the time of joining.

In such an event, the Company reserves the right to take suitable action against you including initiating criminal proceedings.

Further, at any point of time, whether your minimum commitments were fulfilled or not, Ascentrik is entitled to terminate your services, without any notice period or payment in lieu thereof, if you have received 3 (three) formal warnings. The conditions governing formal warnings are specified in the HR policy, which is subject to change without prior notice.

This Agreement shall terminate immediately upon your death. In the event of a termination pursuant to this your legal heirs shall be entitled to receive any unpaid compensation package owed to you up through and including the date of death.

Disability: If, during the period of the employment, you become physically or mentally disabled in the determination of a physician appointed or selected by Ascentrik, or, if due to any physical or mental condition, you become unable, for a period of more than thirty (30) days during any six (6) month period, to perform your duties under this Agreement on substantially a full-time basis, it may, at its option, terminate this Agreement.

The termination of employment, for any reason whatsoever, shall not release either you or Ascentrik from any liabilities or obligations which: (i) remain to be performed, or (ii) have been expressly agreed upon to, or by their nature would be intended to, survive such termination.

If employee is found guilty of any misconduct, he/she is liable to be dismissed without notice or compensation in lieu of notice or alternatively to be suspended for a period of not exceeding 30 days.

Absence without prior approval of your superior, (including overstay on leave for any reason) would result in termination your employment with the company with immediate effect without any notice. The company won't be liable to give salary and experience letter in such instances and you will be tagged as absconding without Notice and clause No. 6.2 will be applicable further.

Upon termination of employment, you will immediately hand over, but in good condition, to the Company all correspondence, specifications, books, documents, data, records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, viz. ID cards and access cards which may be in your possession. The Company reserves the right to deduct the money value of such property from the money payable to you or take such action as may be deemed proper, in the event of your failure to account for such property to the satisfaction of the Company. You will continue to be bound by the terms of the confidentiality clause.

You will not be eligible to take avail any leaves during your notice period.

## 10. **Confidentiality and Intellectual Property:**

**"Confidential Information"** shall mean all and any non-public information, tangible or intangible, written or oral, whether direct or indirect, whether or not technical in nature, relating to the Company and / or its affiliates or associates, and / or any non-public information entrusted with the Company, and / or any non-public information entrusted with the Company by any third party, which may be furnished by the Company including their legal advisers, financial advisers, consultants, auditors, officers or agents, and which is reasonably

understood to be confidential or proprietary to the Company and shall include without limitation. Any information that is designated by the Company as Confidential Information at the time of its disclosure. Confidential Information shall include commercial, business, financial, technical information and information concerning the services provided by and the business of the Company and its clients, vendors, programs, materials, documentation, prices, identity of existing or prospective customers, terms, conditions and prices of proposal or contract, existing or proposed, processing information, capacities and capabilities, designs, plans, and any other information relating to any work in process, future development, marketing plans, business plans, strategies, financial matters, personnel matters, present or future projects, sales, employees, investors or business operations, trade secrets, and know-how and the terms of this Letter.

Confidential Information shall not include any information that: (i) is/or subsequently becomes publicly available without your breach of any obligation of confidentiality owed to the Company; (ii) became known to you prior to disclosure of such information by the Company; (iii) became known to you from a source other than the Company, other than by breach of an obligation of confidentiality owed to the Company; or (iv) is independently developed by you without the use of any Confidential Information received from the Company.

You will not either during the term of your services with the Company or in the period following the termination of your services, disclose to anyone any:

- (i) Confidential Information, that you may become party to or that may necessarily be disclosed to you in order for you to efficiently discharge your functions and duties.
- (ii) Possess and retain under your control, any soft and/or printed copy of the Confidential Information upon completion of the task/work/job for which such information was obtained and used by you for office purposes. You shall be under an obligation to return all such confidential information that may be in your possession upon the expiry of or earlier termination of this Agreement.
- (iii) All notes, memoranda, records and writing made by you during the tenure of your employment with the Company shall remain the property of the Company. You shall return/surrender the same in good conditions and order as and when demanded by the Company and/or upon your separation from the Company, as the case may be.

The confidentiality obligations herein shall be valid for a period of two (2) years from the date of termination, or until the Confidential Information is in the public domain, whichever is earlier.

All Intellectual Property (including but not limited to, copyrights, moral rights and related rights, all patents, rights in inventions, rights in designs, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, copyright in computer programs, software programs including object code, source code, executable code, configuration files, documentation and media, applications software and diagnostics software, software, packages, tools and methodologies) rights arising in the course of or as a consequence of work done by you during the tenure of your service with the Company shall belong to the Company.

You shall be required to sign a separate Non-Disclosure and Confidentiality as a condition of employment and shall be bound by the terms thereof.



**11. Non-Solicitation / Non-Compete:**

You agree and covenant that in consideration of the employment with the Company and the remuneration that you will receive during the employment, you will not do or indulge in any of the following, without the prior written consent of the Company:

During the term of your employment with the Company and for a period of at least one (1) year, thereafter, you will not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, executive, consultant or in any other capacity or manner whatsoever) which is similar to the business carried on by the Company nor engage in any activity that conflicts with the your obligations to the Company.

During and after the term of your employment with the Company, you will not solicit, endeavor to solicit, influence or attempt to influence any client, customer or other person directly or indirectly to direct her/his or its purchase of the Company's products and/or services to himself or any person, firm, corporation, institution or other entity in competition with the Company; and

During the term of your employment with the Company and for a period of at least one (1) year, thereafter, you will not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

**12. Outside Business Interests:**

You are not permitted to undertake any other employment outside your normal working hours or to have any direct or indirect interest, whether as shareholder, agent, director or otherwise, either paid or unpaid, in a business or undertaking which directly or indirectly competes with the same or similar field of activity of the Company or the group without the prior written consent of the Company.

**13. Use of Personal Data:**

You acknowledge that during the course of your employment, the Company may require you to provide certain personal data. You acknowledge and accept that in order to process the data, it may be necessary to pass your personal data or sensitive personal data, as appropriate, to group companies, regulatory bodies, government agencies and other third parties as required by law or for administration purposes.

You acknowledge and accept that the Company may monitor electronic correspondence (including email, voice and text messages) which is received at work in order to ensure the integrity of its information technology or to prevent or detect criminal behavior or behavior which contravenes employment legislation or other the Company policies. You hereby agree to use all reasonable endeavors to keep the Company informed of any changes to your personal data or sensitive personal data and to comply with all relevant data protection legislation.

**14. Retirement Age:**

You shall retire upon completion of the age of 58 years.

**15. Confidentiality of Compensation:**

Your salary, allowances, benefits and rewards are strictly confidential. By accepting employment with the company, you undertake not to disclose these to anyone. Violation of this would be viewed as a serious breach of conduct. All compensation related discussion at the Company are expected to happen directly and only with the Management.

**16. Pre-employment verification and Background Check:**

You consent and authorize the Company, and its representative or agencies they might appoint to verify information with respect to your education, past employment, check criminal background & also carry out a drug/alcoholic test if required.

If it is discovered at any time before or after acceptance of the offer or employment with the Company, that the information is not correct, untrue or false in any material respect or if it is discovered that any material particulars or information has been deliberately suppressed, the offer of employment shall stand withdrawn or the employment shall be terminated. Falsification of personal records during service is a serious breach of contract and you are liable to immediate dismissal without compensation or notice.

**17. Statutory and Other Regulations:**

In addition to the above conditions, you will be governed by the statutory regulations as well as the rules and regulations of the Company presently in force, and as may be modified from time to time, including the policies stipulated in the Company's policies. In the event, you are found to be in breach of the rules and regulations of the Company, your services are liable to be terminated forthwith without notice or salary in lieu of notice or in accordance with the procedure for such termination as prescribed in the Company's employee manual, as existent at the point of time of such termination.

**18. Other Matters:**

- a) You are to devote your whole time, attention and ability to the affairs of the Company.
- b) You are to treat as strictly confidential the affairs of the Company and its customers of which you may be cognizant of.
- c) You are not to interest yourself in any business or do any trading on your own account.
- d) During the period of your employment & for one year after Termination of the employment, for whatever reason, you will ensure that all information which you may come across in the course of your employment is handled in a discreet and tactful manner. It is explicitly understood and deemed to be agreed by your signature on the duplicate copy of this letter that you shall not disclose to any outsider or insider not concerned with the material/ information/data that you are handling, any duplicate copy of this letter that you shall not disclose to any outsider or insider not concerned with

the material/ information/data that you are handling, any information whatsoever, that will have a detrimental effect on the outcome of the matter relating to the Company.

- e) You shall intimate to the Company any change in your residential address. Any communication made to you at your last known residential address shall be binding upon you.
- f) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the Company or perform duties assigned to you efficiently, your services will be terminated with immediate effect without notice/salary in lieu of notice. In such a situation, you will not be entitled to any benefits.
- g) You are required to sign the Company's Non-Disclosure Agreement.
- h) Non- infringement of Intellectual Property Rights during the course of work:

The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by the employee.

The work being rendered by you for the Company may include may include activities relating to Computer Software and other fields and areas of information as may be deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media. You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company, so as cause infringement of the copyright of any person or entity in any manner.

Though it is your primary responsibility to be aware of copyright matters concerning your work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

You expressly agree not to hold the Company responsible in the case of any Infringement of copyright law and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, the Management and officers at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind of nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of employment.

- i) The employee will also be governed by the terms and conditions of the company's Employee Manual in force and Employee Policies published in Employee Circulars from time to time.

**19. Fitness:**

- Your appointment is subject to your being found physically and mentally fit by the Company's Medical Adviser.
- The Management shall be at liberty to require you to subject yourself to a medical examination at any time at the Company's cost by any Registered Medical Practitioner of its choice.

**20. Salary revision:**

Your salary, if confirmed in the services of the company, will be reviewed on April 1st of each year. You shall be due for your first increment, after completion of 1 year in the services of the company. For employees joining on the 1st January or after, will be considered for a salary revision, in the following increment cycle i.e. 1st April and will be paid the revised salary or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

**21. Breach of Term & Conditions:**

Breach on your part of any terms and conditions of this agreement and any other rules made applicable to you in respect of your employment with us will entail termination of your employment without notice.

**22. Applicable Law and Jurisdiction:**

This Letter shall be governed by the laws of India. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in the Courts of Pune/Mumbai.

This Appointment Letter constitutes the entire agreement between you and the Company regarding the terms and conditions of your employment, and supersedes all negotiations, representations or agreements, whether prior or contemporaneous, written or oral, between you and Company on this subject.

In accordance with the standard practice of the Company, we request you to treat the terms of your employment as confidential.

Please return to us the duplicate copy of this letter duly signed in token of your acceptance.  
Please submit the following photocopies of documents:

- (a) Proof of age - either SSC Certificate or School Leaving Certificate;
- (b) Relieving Certificate or Service Certificate from your previous employer and other experience certificates, if any;
- (c) Original Educational Certificates including mark-sheets;
- (d) One copy of Educational Certificates including mark-sheets;
- (e) Last drawn salary slip, if any;
- (f) Two copies of your recent photograph in passport size

For Ascentrik Research Pvt. Ltd.



**Dushyant Singh**  
**Business Manager**  
**Human Resources**

I have read the above contents and accept the same.

A handwritten signature in black ink, which appears to be 'A. Koturkar'.

**Employee's Signature**



50



Ref No: 29796831  
18-Oct-2024



Kajal Jagdale

Dear **Kajal**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee - Junior Data Analyst** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your annual total compensation will be **INR 249,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

You will be on probation for a period of 12 months from your date of joining. Your probation period includes your training program as applicable post joining as a full-time employee.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **28-Oct-2024**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid upto **28-Oct-2024**. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan  
AVP – HR

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

Signature:

Date:

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Edit

Annotate

Fill & Sign

Convert

All

Name: Kajal Jagdale

Designation: Trainee - Junior Data Analyst



Date: 28<sup>th</sup> August 2024

To,  
Mohini Tawade,  
Contact: +91 70383 50857

Dear Mohini,

We are pleased to inform you that your joining date at **Börm Bruckmeier Infotech India Pvt. Ltd.** has been scheduled for **Thursday, 3rd October 2024**. We look forward to welcoming you to our team.

Please report to the following office address at **11:00 AM** on the specified date:

**Office Address:**

Börm Bruckmeier Infotech India Pvt. Ltd.  
Plot no. 552, Sector- 28,  
PCNTDA, Nigdi  
Pune-411044

We are excited to have you on board and are confident that you will make a significant contribution to our organization. Should you have any questions or need further assistance before your joining date, please feel free to contact us.

Thank you and welcome to the team!

**Best Regards,**

*Swati Kulkarni*

**Swati Kulkarni**  
**Asst. HR-Manager**



Date: 28<sup>th</sup> August 2024

To,  
Pratik Katare,  
Contact: +91 7249430280

Dear Pratik,

We are pleased to inform you that your joining date at **Börm Bruckmeier Infotech India Pvt. Ltd.** has been scheduled for **Thursday, 3rd October 2024**. We look forward to welcoming you to our team.

Please report to the following office address at 11:00 AM on the specified date:

**Office Address:**

Börm Bruckmeier Infotech India Pvt. Ltd.  
Plot no. 552, Sector- 28,  
PCNTDA, Nigdi  
Pune-411044

We are excited to have you on board and are confident that you will make a significant contribution to our organization. Should you have any questions or need further assistance before your joining date, please feel free to contact us.

Thank you and welcome to the team!

**Best Regards,**

*Swati Kulkarni*

**Swati Kulkarni**  
**Asst. HR-Manager**



## Offer Letter

Dear **Riya Singh**,

We are pleased to offer you the full-time position of **Trainee in AR** at **EMPClaims**. We believe your skills and experience are an excellent match for our company. We believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest. We expect your joining from effective **09-09-2024** on the following terms and conditions:

**1. Placement & Compensation**

You will be placed at the Company's appropriate band/responsibility level and entitled to compensation (salary and other applicable benefits). Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter. However, the management reserves the right to bifurcate the salary by merging or bifurcating with any other allowances.

**2. Posting & Transfer**

Your initial posting will be at Ahmedabad. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern, or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**3. Probation**

You will be on probation for a period of six months. The probation period can be extended at the discretion of the Management, and you will continue to be on probation until an order of confirmation has been issued.

**4. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated by the company by giving written notice, but you will have to give one month's notice. However, on the confirmation, the services can be terminated from the company side by giving 15 days' notice, but you will have to give 30 days' notice or salary in lieu thereof.

**5. Leave**

You will be entitled to leave as per the law in force and as laid down in the Standing Orders of the company. During probation period leaves are not allowed to be taken. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

**6. Medical Fitness**

This offer is subject to your being, and remaining, medically fit.

Your offered annual salary would be **INR 3,36,000**, i.e. inclusive of Fixed as **INR 2,83,200** + NSA **INR 52,800** (Night Shift Allowance would be based on present working days in a month, applicable on 6:00 pm to 3:00 am shift) in which deductions of professional tax, Provident Fund (EPF), ESIC that (if) you are liable for. For the detailed annexure you can find below:

EARNINGS	MONTHLY	ANNUALLY
Basic	INR 12,980.00	INR 1,55,760
HRA	INR 7,139.00	INR 85,668
Special Allowance	INR 194.50	INR 2,334
Gratuity	INR 624.33	INR 7,492
Bonus Allowance	INR 1,081.17	INR 12,974
Sub Total (a)	INR 22,019.00	INR 2,64,228.00
PF - Employer (b)	INR 1,581.00	INR 18,972.00
Total Earnings (a+b)	INR 23,600.00	INR 2,83,200.00

Deductions	MONTHLY	ANNUALLY
PF Employee	INR 1,581.00	INR 18,972.00
Professional Tax	INR 200.00	INR 2,400.00
Total Deductions (c)	INR 1,781.00	INR 21,372.00
NET PAY [(a+b) - c]	INR 20,238.00	INR 2,42,856.00

ADDITIONAL ALLOWANCES	MONTHLY (INR)	YEARLY (INR)
Night Shift Allowance* (d)	INR 4,400	INR 52,800

\*NSA is applicable in 6pm to 3am shifts only

<b>CTC [(a+b) +d]</b>	<b>INR 28,000</b>	<b>INR 3,36,000</b>
-----------------------	-------------------	---------------------

NOTE: Net Pay above does not include Taxes or Other deductions (if any).

Best Regards,

**EMPClaims Pvt. Ltd.**

Team HR

**Employee Signature & Date**

I **Riya Singh** state that I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**Important Note:**

- If the Candidate fails to join on the given date this Offer Letter will be treated as null and void. In case you foresee any delay in joining, then you're required to inform us in advance.
- It is expected that individual compensation packages will not be shared with other employees.
- The above-mentioned compensation amount is subject to change without affecting emoluments adversely.
- Applicable tax and government dues such as Professional Tax, PF, and Income Tax would be borne by the employee.



Date: 28<sup>th</sup> August 2024

To,  
Shruti Kalwaghe,  
Contact: +91 9021617025

Dear Shruti,

We are pleased to inform you that your joining date at **Börm Bruckmeier Infotech India Pvt. Ltd.** has been scheduled for **Thursday, 3rd October 2024**. We look forward to welcoming you to our team.

Please report to the following office address at **11:00 AM** on the specified date:

**Office Address:**  
**Börm Bruckmeier Infotech India Pvt. Ltd.**  
Plot no. 552, Sector- 28,  
PCNTDA, Nigdi  
Pune-411044

We are excited to have you on board and are confident that you will make a significant contribution to our organization. Should you have any questions or need further assistance before your joining date, please feel free to contact us.

Thank you and welcome to the team!

Best Regards,

*Swati Kulkarni*

Swati Kulkarni  
Asst. HR-Manager



Date: 28<sup>th</sup> August 2024

To,  
Vaishnavi Patil,  
Contact: +91 7385344049

Dear Vaishnavi,

We are pleased to inform you that your joining date at **Börm Bruckmeier Infotech India Pvt. Ltd.** has been scheduled for **Thursday, 3rd October 2024**. We look forward to welcoming you to our team.

Please report to the following office address at **11:00 AM** on the specified date:

**Office Address:**  
**Börm Bruckmeier Infotech India Pvt. Ltd.**  
Plot no. 552, Sector- 28,  
PCNTDA, Nigdi  
Pune-411044

We are excited to have you on board and are confident that you will make a significant contribution to our organization. Should you have any questions or need further assistance before your joining date, please feel free to contact us.

Thank you and welcome to the team!

Best Regards,

*Swati Kulkarni*

**Swati Kulkarni**  
**Asst. HR-Manager**



Vaibhav Vaidya <vaibhavvaidya@dyppharmaakurdi.ac.in>

**Fwd: TCS BPS Sigma Select**

1 message

Tejas Dhanuka <tejasdhanuka123@gmail.com>

Fri, Dec 13, 2024 at 4:07 PM

To: "vaibhavvaidya@dyppharmaakurdi.ac.in" <vaibhavvaidya@dyppharmaakurdi.ac.in>

----- Forwarded message -----

From: **Aditi Srivastava** <aditi.srivastava6@tcs.com>

Date: Wed, Feb 14, 2024, 2:06 PM

Subject: TCS BPS Sigma Select

To: [tejasdhanuka123@gmail.com](mailto:tejasdhanuka123@gmail.com) <tejasdhanuka123@gmail.com>

TCS Confidential

**Dear TEJAS Jagdish DHANUKA**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



**Gmail - TCS BPS Sigma Select**

21K



# TCS BPS Sigma Select

1 message

**Aditi Srivastava** <aditi.srivastava6@tcs.com>

Wed, Feb 14, 2024 at 14:06

To: nilakhshruti@gmail.com <nilakhshruti@gmail.com>

TCS Confidential

**Dear SHRUTI Parshuram NILAKH**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



# TCS BPS Sigma Select

1 message

**Aditi Srivastava** <aditi.srivastava6@tcs.com>  
To: rutujasutar1712@gmail.com <rutujasutar1712@gmail.com>

Wed, 14 Feb, 2024 at 2:04 pm

TCS Confidential

**Dear RUTUJA Namdev SUTAR**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



# TCS BPS Sigma Select

1 message

**Aditi Srivastava** <aditi.srivastava6@tcs.com>  
To: **mrunmayeethombare1323@gmail.com** <mrunmayeethombare1323@gmail.com>

Wed, Feb 14, 2024 at 2:06 PM

TCS Confidential

**Dear MRUNMAYI Manoj THOMBARE**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you





Vaibhav Vaidya &lt;vaibhavvaidya@dyppharmaakurdi.ac.in&gt;

**Fwd: TCS BPS Sigma Select**

1 message

**Ashwini Bornare** <ashwinibornare2@gmail.com>

Sat, Dec 14, 2024 at 10:17 AM

To: "vaibhavvaidya@dyppharmaakurdi.ac.in" &lt;vaibhavvaidya@dyppharmaakurdi.ac.in&gt;

----- Forwarded message -----

From: **Aditi Srivastava** <aditi.srivastava6@tcs.com>

Date: Wed, 14 Feb 2024, 14:04

Subject: TCS BPS Sigma Select

To: [ashwinibornare2@gmail.com](mailto:ashwinibornare2@gmail.com) <[ashwinibornare2@gmail.com](mailto:ashwinibornare2@gmail.com)>

TCS Confidential

**Dear ASHWINI Bhagwat BORNARE**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,****TCS Talent Acquisition Team**

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



## TCS BPS Sigma Select Inbox



**Aditi Srivastava** 14 Feb

to me ▾



TCS Confidential

**Dear VARSHA Rajendra JADHAV**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



99+





Joining confirmation &  
Formalities - TCMS Mumbai

Inbox



Neha Phondke 21 Jun

to me, Rahul, Akash



Dear Sai,

Congratulations

I am pleased to inform you that you are Selected. We believe your knowledge and skills will be an asset to our company. As we discussed in your interview, your joining date is **15<sup>th</sup> July 2024** at Mumbai Office. You are ready to work in 3 shifts which will be on a rotation basis.

The address of our Mumbai office is -

**Techcare Medical Services Pvt Ltd,**  
Office No. – 1114, 11th Floor,  
Rupa Solitaire, A-1, Sector 1,  
Millennium Business Park



Reply





---

## TCS BPS Sigma Select

1 message

---

**Aditi Srivastava** <aditi.srivastava6@tcs.com>  
To: sanchikamble67@gmail.com <sanchikamble67@gmail.com>

Wed, Feb 14, 2024 at 2:04 PM

TCS Confidential

**Dear SANCHI Nagsen KAMBLE**

Greetings from TCS!!! Hope you are doing good!!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS SIGMA you have been selected. We will be releasing your Provisional Offer Letter post internal checks.

The Regional TCS Campus Talent Acquisition Team would be sending you an e-mail for the documentation checks post completion of your degree and your offer letter will be released only subject to you meeting the TCS eligibility criteria.

Kindly be informed that the eligibility checks will be done at multiple stages during the hiring process.

Wish you all the very best.

**Best Regards,**

**TCS Talent Acquisition Team**

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



State Common Entrance Test Cell, Maharashtra State, Mumbai  
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001. (M.S.)  
Receipt-cum-Acknowledgement of Institute Reporting for Admission to First  
Year Of Two/Three Year Full Time Post Graduation Technical Course In  
Pharmacy (M. Pharmacy/Pharm. D.(Post Baccalaureate)) for the year 2024 -  
2025



Application ID : MPH24104513

Mode of Admission : Non Sponsored

Personal Details

Full Name	SAWALE SNEHAL RAMESH		
Nationality	Indian	Gender	Female
Date of Birth	21-06-2001	Annual Family Income (₹)	50,001 - 1,00,000
Category-Caste	ST		
Religious Minority/Linguistic Minority	N.A.		
PWD Type	N.A.		
Type of Candidature	Maharashtra State Candidate - Type A		
EWS Status	N.A.	Orphan Status	N.A.

Seat Acceptance Fee is filled by online payment of Rs. 1000/-

Paid Amount (₹)	₹ 1000/-	Payment Status	Successful	Transaction Id	order_P7de5Lw2NRjA
-----------------	----------	----------------	------------	----------------	--------------------

Allotment Details

All India Merit Number	3801
Allotted Choice Code	637582110
Allotted Seat Type	GST
Preference No.	1

Reporting Details

Institute	Dr. D.Y. Patil Unitech Societys Dr. D.Y. Patil Institute of Pharmaceutical Science & Research, Pimpri, Pune		
Tuition Fees (₹)	20859/-	Course	637582110-Pharmacology
Development Fees (₹)	0/-	Admission Date	13-12-2024
Other Fees (₹)	0/-	Admission Type	CAP Round 3
Total Fees (₹)	20859/-		
Remark	Admission confirmed		

**Declaration by Candidate:** I hereby agree to conform to rules, acts and laws enforced by Government. I hereby undertake that so long as I am student of College/ Institute, I will not behave in a manner which may result in compelling the authorities to take disciplinary action against me. I fully understand that the Principal/Director of the institute/college will have rights to expel, rusticate me from the institute, for any infringement of the rules prescribed by the college/university/Government and the undertaking given above.

Date: 13-12-2024

Place :



*Sawale*  
Signature of The Candidate  
(SAWALE SNEHAL RAMESH)



**Declaration by the College/Institute:** We hereby declare that, we are admitting the Candidate to our College / Institute for First Year Of Two/Three Year Full Time Post Graduation Technical Course In Pharmacy (M. Pharmacy/Pharm. D.(Post Baccalaureate)) for the year 2024 - 2025 on verification of Candidate's Identity. The candidate has paid the Fees mentioned in this receipt. We also declare that the admission of Candidate is confirmed in presence of the Candidate.

Seal of Dr. D.Y. Patil Unitech Societys Dr. D.Y. Patil  
Institute of Pharmaceutical Science & Research, Pimpri,  
Pune

*Bar*  
Signature of Institute Officer (6375)  
Office Superintendent

Reported On: 13-12-2024 09:40:15 AM

Printed On: 13-12-2024 09:40:17 AM

Last Modified On: 13-12-2024 09:40:15 AM

Dr. D. Y. Patil Institute of  
Pharmaceutical Sciences & Research  
Pimpri, Pune-411 018  
Reported By: 6375  
Printed By: 6375  
Last Modified By: 6375



# Bapusaheb Deshmukh Seva Pratishthan

Reg. No. MH/578/2011/Pune / Dated 29/03/2011 • F-46443 / Pune 29/03/2016

President : Santosh Anant Deshmukh

M.A., M.L.B., G.D.C. & A., Ph.D. (Reg.)

473BDSIP/SIP/2024-25/ 65/A

Date: 20/07/2024

## Appointment order

To,

Mr.Gunjal Avinash Ashrubha

Pu- Savargaon, Bypas road,

Tal- Kalamb, Dist- Osmanabad,

Pin-413507

**Subject:** Appointment for the post of **Assistant Professor**.

Dear Sir/Madam,

I am pleased to inform you that you are appointed as an **Assistant Professor** in Siddhi's Institute of Pharmacy, Nandgaon, Tal. Murbad, Dist. Thane on fixed tenure contract basis on the following terms and conditions:

1. Your appointment shall be for a period of **11 months** from 01/08/2024 to 31/05/2025.
2. You will be paid basic pay of Rs. 15600/- and other allowances. The disbursement of the payment will be as per availability of funds. Any shortfall in Salary will be adjusted as per availability of funds.
3. Your appointment is purely contractual and will be automatically come to an end on the expiry of the period of contract and you shall not claim any right to continue in the service thereafter. You shall not claim to be regular / permanent employee of the institute at any time during the period of this contract or after termination thereof, in any manner whatsoever, and shall not claim automatic re-appointment to the said post after expiry of the period of contract and you will not be eligible for any retirement benefit.
4. The Management reserves the right to give break or terminate your services at any time without giving any reason. You may leave the Institute by giving one month's notice or one month salary in lieu of notice. If you want to leave the organization in the mid academic session, then you have to give three month's notice or three-month's salary in lieu of resignation. During notice period you are not allowed to take leave.
5. Your appointment is subject to the workload for the said post. In case of reduction in

7. Your appointment shall be subject to approval by Dr. Babasaheb Ambedkar Technological University and MSBTE as the case may be.
8. Your daily working hours shall be eight hours, however, the Institute reserves its right to increase or decrease this period depending upon the work requirement and you shall be required to adhere to the same. For that purpose you shall not claim any additional pay or compensation as the same shall be part of your job only.
9. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Certificate, educational Mark sheets, Pharmacist Registration Certificate, Experience Certificate, Discharge/ Relieving Certificate, Last Pay Certificate, Caste Certificate, Two Passport size Photographs, Character Certificate from Eminent persons, one of them a Government Gazetted Officer, Change of Name Certificate (If Any), etc. before joining your duties.
10. You shall undergo Medical Examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the Institute.
11. Institute has required to give the work to any person. You should not refuse this work. Institute take action of termination of job.
12. You shall not seek membership of any local or public body without permission of the Institute. You shall not undertake any direct or indirect business or work honorary or remunerative without prior permission of the Management.
13. You shall always maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interested and prestige of the Institute.
14. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the HR department. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (RPAD) to the address given, shall be deemed to have been received by you.
15. You will not engage yourself in any other job, paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority.
16. Your services are transferable to any other college/ Institute of trust.
17. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by competent authority as provided for in the Institute.
18. During the period of your services you will not indulge directly or indirectly in any such things as are subverse to the interests of Institute. All information and documents, to which you have access during the course of your services with us, are confidential and are Property of Institute. You will not disclose any such information to third party, either in the Institute or outside the Institute, nor will pass on or hand over any such document to anyone, who is not expected to receive / possess the same.
19. You shall not involve, directly or indirectly, in any financial matters and matters pertaining to admission of the students to the various Institutes/ Colleges at any stage.
20. Non observation of any of the conditions mentioned above, shall warrant disciplinary action against you as per the service rules.
21. You should not deny duty assigned by the head of the institute related to the University/ MSBTE/ DTE, etc. for the compliance purpose. You may have to complete the required duty before proceeding for vacation / leave include without pay/ separation from the institute.

22. In case any discovery, invention, process or its improvement made or discovered by you while in the Institute service, the right pertaining to its patent, licenses, production or other right shall remain with the institute.
23. Your Performance will be reviewed quarterly.
24. The institute management reserves the right to amend, modify, alter or vary the terms and condition governing this appointment.
25. You have to communicate your acceptance to the Institute within seven days from the date of receipt of this order of Appointment failing which your appointment is liable to be cancelled. This can be done by your signing a copy of this appointment order.

**We welcome you to our organization with a trust your association will be stable and add value of the organization.**



*Bapusaheb*

**CHAIRMAN**

**BAPUSAHEB DESHMUKH SEVA PRATISTHAN**  
Flat No.3A, Vighnagar Heights, Sr.No. 34/2,  
Phale Nagar, Ambegaon Bk. Pune-411046

I accept above Terms and Conditions.

Name:

Signature:

Date & Time:





**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234059605/Mumbai/BPS/BSPA**  
**Date: 09/10/2023**

Ms. Sanya Sunil Lisboa  
Sec 29 PI No. 2/8 Dnyandeep  
Dharmaraj Chowk  
Dharmaraj Chowk  
Akurdi-411044  
Maharashtra  
Tel# -

Dear Ms. Sanya Sunil Lisboa,

**Sub: Letter of Offer and Terms of Traineeship**

We thank you for exploring career opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of SENIOR PROCESS ASSOCIATE in Grade BPO2 and your present posting will be at Mumbai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,66,213/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



## **COMPENSATION AND BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary:**

Your Basic Salary will be Rs. **9,424/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance**

Your HRA will be Rs. **3,770/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be set up to a maximum of Rs. 3,000 per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **4. Communication Allowance**

You will be eligible for Communication Allowance in the form of Communication/Telecom Card. It can be set up to maximum of Rs. 2,000/- per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



### **Night Shift Allowance**

**TCSL** has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPS department, would be eligible for a Night Shift Allowance of Rs. **200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

### **Performance Pay**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of Rs. **2,400/-**. This payout is subject to review basis your own ongoing individual performance.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of Rs. **750/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

### **OTHER BENEFITS**

#### **1. Health Insurance Scheme:**

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

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

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

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

#### **2. Maternity Benefit:**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy- Maternity Leave.

#### **3. Compensation Benefits under ESI Act / Employees' Compensation Act\*:**

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

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

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



#### 4. Professional Memberships

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

#### 5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous service of one year from the date of joining **TCSL** and a nominal annual membership fee of Rs. 250/- will be borne by you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service

### SOCIAL SECURITY / RETIRALS BENEFITS

#### 1. Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and **TCSL** will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act. You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining **TCSL** so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### 2. Employees' Pension Scheme:

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining **TCSL** .

#### 3. Gratuity:

You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity

### TERMS OF EMPLOYMENT

#### 1. Employment Pre-requisites:

Your appointment will be subject to successful completion of your graduation / post graduation examination without any pending arrears / back logs during the entire course duration.

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

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

#### 2. Traineeship Period:

You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.



The terms and conditions of the training will be governed by company's training policy. TCS reserves the right to modify or amend the training policy.

**3. Working Hours:**

You may be required to work in shifts and/or in extended working hours, as permitted by law.

**4. Leave :**

You will be eligible for leave as per the Company's Leave Policy.

**5. Transport :**

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

**6. Mobility :**

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

**7. Increments and Promotions:**

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion Policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the company's policy as may be applicable from time to time.

**8. Alternate Employment:**

As a whole-time associate of **TCSL** , you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of **TCSL** .

**9. Confidentiality , Data and Intellectual Property Protection Agreement:**

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

**10. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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



**11. International Deputation Agreement:**

You are required to sign the International Assignment Agreement, which requires you to serve **TCSL** for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. International Assignment Agreement is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

**12. TATA Code of Conduct:**

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

**13. Retirement:**

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

**14. Medical Tests:**

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

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

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, **TCSL** may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by **TCSL** by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 16. Background Check:

Your employment will be subject to a background check in line with the company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

#### 17. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following:
  - i. Period of employment
  - ii. Technology areas you worked on
  - iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

#### 18. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

#### 19. Personal Data Processing:

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

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

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

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



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

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

**20. Terms and Conditions:**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

**21. Employment in India:**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with **TCSL** .

**22. Rules and Regulations of the Company:**

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

**23. Compliance to all clauses**

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





**Withdrawal of Offer**

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



Encl: Annexure 1: Benefits Gross Salary Sheet  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



**GROSS SALARY SHEET**

**Annexure 1**

Name	Sanya Sunil Lisboa
Designation	SENIOR PROCESS ASSOCIATE
Grade	BPO2

**Table 1: Compensation Details (All Components in Rs)**

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	9,424	1,13,088
Bouquet Of Benefits #	7,055	84,664
<b>2) Performance Pay</b>		
Monthly Performance Pay	2,400	28,800
<b>3) City Allowance</b>	750	9,000
<b>4) Annual Components/Retirals</b>		
Medical Insurance	NA	4,000
Provident Fund(at 12% of Basic Salary)	1,131	13,572
Gratuity(at 4.81% of Basic Salary)	453	5,440
ESIC	638	7,655
Total of Annual Components & Retirals	2,222	30,665
<b>TOTAL GROSS</b>	<b>21,852</b>	<b>2,66,213</b>

# Refer to Table 2 for TCSL defined Structure.

In case, you wish not to opt for the BoB, Defined structure as given in Table 2 will be applicable.

**Table 2: TCSL defined structure for BoB (All Components in Rs)**

Component Category	Monthly	Annual
House Rent Allowance	3,770	45,240
Leave Travel Assistance	785	9,424
Food Coupons	2,500	30,000
Communication Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,055</b>	<b>84,664</b>



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

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



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

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

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

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

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

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

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

#### **6. Security policies and Guidelines.**

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

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



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

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

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

## 7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

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

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

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

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



representatives of both parties.

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

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

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

I hereby accept this Offer and intend to join service on\_\_\_\_\_.

Name:

Address:

Signature:

Date:



11/06/2024

SHWETA WANERE  
Anand nagar unnati woods phase 6,  
Thane- west mumbai 400  
Mumbai  
400601

Dear SHWETA,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 86,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Centralized Monitoring Asst - 110}. You will be based in Thane, India (INMUM1, 42.5). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

**ANNUAL GROSS PAY (AGP) - ₹333,600.00**

**PROVIDENT FUND - 22800**

**FIXED COST TO COMPANY (1+2) - 356,400**

**ANNUAL INCENTIVE PAY TARGET\* - 26688**

**TOTAL COST TO COMPANY (3+4) - 383,088**

**ANNUAL INCENTIVE PAY TARGET\***

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later





date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

**Detailed break up of salary will be shared separately.**

***BENEFITS:***

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- **Group Medclaim:** Employee and family members are covered as per prevailing Company Policy.
- **Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.**

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

**Ullas KS**  
**Director, Talent Acquisition Team**

For IQVIA RDS (India) Private Limited

Joining Date: 20-Jun-2024

signHere1



Registered Office  
**IQVIA RDS (India) Private Limited**  
Omega,  
Embassy TechSquare,  
Kadubeesanahalli CIN: U74140KA2003PTC032950  
Marathahalli-Sarjapur Outer Ring Road.  
Bangalore-560103  
[www.iqvia.com](http://www.iqvia.com)

## EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 20-Jun-2024 is made and entered by {IQVIA RDS (India) Private Limited} (hereinafter "IQVIA" and SHWETA WANERE, AGED ({23} (DOB: {13/02/2001})), [S-D]/o {Suresh Wanere} having Aadhar No. {493689845013} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Centralized Monitoring Asst and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a Centralized Monitoring Asst and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.



2.3 This Executive's base of operation shall be Thane, India (INMUM1, 42.5) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

### 3. COMPENSATION

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹333,600.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

### 4. TERM OF EMPLOYMENT

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the



"Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

- (i) your performance of your job in an unsatisfactory manner, as determined by the Company;
- (ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;
- (iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;
- (iv) your misconduct, violation of any law classified as a felony or dishonesty; or
- (v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-



corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

## 5. COMPENSATION AND BENEFITS UPON TERMINATION

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.



5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

## **6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES**

6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:



(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

"Covered IQVIA Offering" means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information"

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the



issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

## 8. EMPLOYEE REPRESENTATIONS

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.





(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:

- (i) Gain unauthorized access to the computer system or computer network; or
- (ii) Download, copy or extract any information or data from such system; or
- (iii) Introduce any harmful code; or
- (iv) Cause any damage to the system or network; or
- (v) Cause the non-functioning or malfunctioning of any system or network; or
- (vi) Cause denial of access to any authorized person to the system or network; or
- (vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
- (viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
- (ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
- (x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

- (i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.
- (ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.
- (iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment. Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

- (i) IQVIA data and databases.
- (ii) Statistical methodologies, computer software and documentation.
- (iii) Information about employees (including compensation, benefits and performance reviews).
- (iv) Lists of customers and prospective customers.
- (v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
- (vi) Methods of doing business and business processes.



- (vii) Financial information relating to the performance of the Company.
- (viii) Internal policies accessible only to employees during employment.
- (ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and



obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:

If to the Executive, to: Executive's Residential Address

SHWETA WANERE

Anand nagar unnati woods phase 6,

Thane- west mumbai 400

Mumbai

India

400601

If to the Company, to:

IQVIA

OFFICE OF GENERAL COUNSEL,

Omega Embassy TechSquare

Marathahalli- Sarjapur Outer Ring Road

Kadubeesanahalli

Bangalore 560103

Office: + 91 80 3769 0000/0100

Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.



11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

signHere1

For and on behalf of  
IQVIA RDS (India) Private Limited

**Ullas KS**  
**Director, Talent Acquisition Team**

### Certificate Of Completion

Envelope Id: A62BC0134E4E466B9DC5037659D596F9	Status: Delivered
Subject: Review Documents for Offer for Job Application: SHWETA WANERE □- R1422736 Centralized Monitoring Ass	
wd_token: eo4d4dzl653qh3a3dy4kit3j7f7vvp871blqmedeil7clj5fbr6sxxhm5k8xeqvkrfbedit776cwm246wozt3onsr0e8qzvaifr	
wd_event: f3356589dc6b1000f65463bb341b0002	
Source Envelope:	
Document Pages: 13	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	HR Reqs
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1510 Valley Center Parkway Suite 130
	Bethlehem, PA 18017
	hrreqs@quintiles.com
	IP Address: 209.177.165.160

### Record Tracking

Status: Original	Holder: HR Reqs	Location: DocuSign
6/11/2024 3:21:16 AM	hrreqs@quintiles.com	

### Signer Events

Signature	Timestamp
SHWETA WANERE	Sent: 6/11/2024 3:21:23 AM
shwetawanere4@gmail.com	Resent: 6/11/2024 4:22:01 AM
Security Level:	Viewed: 6/11/2024 4:22:44 AM
workday.com.Email	
ID: 21da9560-6f6d-4bea-abf9-671acb463c7e	
6/11/2024 4:12:27 AM	

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/11/2024 4:22:44 AM  
 ID: 897ac19c-ef5d-47d9-9b69-adce903d1441

### In Person Signer Events

Signature	Timestamp
-----------	-----------

### Editor Delivery Events

Status	Timestamp
--------	-----------

### Agent Delivery Events

Status	Timestamp
--------	-----------

### Intermediary Delivery Events

Status	Timestamp
--------	-----------

### Certified Delivery Events

Status	Timestamp
--------	-----------

### Carbon Copy Events

Status	Timestamp
--------	-----------

### Witness Events

Signature	Timestamp
-----------	-----------

### Notary Events

Signature	Timestamp
-----------	-----------

### Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 6/11/2024 3:21:23 AM
Envelope Updated	Security Checked 6/11/2024 4:22:01 AM
Envelope Updated	Security Checked 6/11/2024 4:22:01 AM
Envelope Updated	Security Checked 6/11/2024 4:22:01 AM
Envelope Updated	Security Checked 6/11/2024 4:22:01 AM
Certified Delivered	Security Checked 6/11/2024 4:22:44 AM

### Payment Events

Status	Timestamps
--------	------------

### Electronic Record and Signature Disclosure

## **CONSENT TO ELECTRONIC DELIVERY AND EXECUTION OF DOCUMENTS**

From time to time, IQVIA (“we” or “us”) may provide you certain written contracts, notices, disclosures, authorizations, acknowledgements or other documents (collectively, the "Documents") electronically. Please read this consent form carefully. It explains the terms and conditions under which such Documents are provided by us and executed by you electronically through your DocuSign, Inc. (“DocuSign”) user account. If you consent to the delivery and execution of such Documents electronically, please click the "I Agree" button.

### **Documents will be sent to you electronically**

If you consent to electronic delivery, Documents will be sent to your DocuSign user account. You may request a paper copy of documents previously made available through your DocuSign user account, but an additional charge may be incurred. Alternatively, you can download and print documents sent to your DocuSign user account. Unless otherwise noted, you can access a Document up to 30 days from the date we first sent the Document to you.

### **Withhold Consent or Withdrawing Consent to Electronic Delivery**

If you withhold consent to electronic delivery or execution, or withdraw your consent at a later date, all Documents will be sent to your mailing address following our receipt of notice of such action. The following sections explain the consequences of withholding or withdrawing your consent to electronic delivery and execution of Documents, and also the procedures you must follow in order to effectuate delivery to your mailing address.

### **Consequences of Withdrawing Consent**

By electing to only receive and execute Documents sent to your mailing address, we will not be able to carry out transactions or services as efficiently. For instance, some transactions or services require your express consent. We can perform these transaction or services only if we first receive an acknowledgement that indicates you received and consent to the Document related to the proposed transaction or service.

To withhold consent now or withdraw consent at a later date, please sign DocuSign's "Withdraw Consent" form on the signing page of your DocuSign user account. This will indicate that you have withdrawn your consent to receive Documents electronically. Once you sign the "Withdraw Consent" form, you will no longer be able to use your DocuSign user account to execute Documents electronically and we will send Documents to your mailing address. Withdrawal of consent does not affect the validity of any Documents previously executed electronically prior to such withdrawal of Consent. In addition, should you execute any Documents electronically, your execution of such Documents shall indicate your continued consent to execute such Documents electronically.

### **How to contact IQVIA:**

If you would like us to send the Documents to a different e-mail address, request paper copies of Documents you have previously received electronically, or withdraw your consent to receive electronic documents, please follow the instructions below. If you have any other questions, please contact: [DocuSignSupport@IQVIA.com](mailto:DocuSignSupport@IQVIA.com)

#### **1. To advise IQVIA of your new e-mail address**

If you would like your Documents sent to a different e-mail address, you must send an e-mail message to [DocuSignSupport@IQVIA.com](mailto:DocuSignSupport@IQVIA.com) . In the body of the e-mail please state the following: (i) your previous e-mail address, and (ii) your new e-mail address. No other information is required.

In addition, you must notify DocuSign of your new e-mail address. Please log into your DocuSign user account, and follow the instructions to update your e-mail address.

## 2. To request paper copies from IQVIA

To request paper copies of Documents you have received previously through your DocuSign user account, send an e-mail to DocuSignSupport@IQVIA.com

In the body of the e-mail please state the following: (i) your e-mail address, (ii) full name, (iii) U.S. Postal address, and (iv) telephone number. Additional charges may apply for such paper copies.

## 3. To withdraw your consent with IQVIA

To withdraw your consent to receiving and executing Documents in an electronic format, you may do one of the following:

- i. decline to sign a document from within your DocuSign user account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent; or
- ii. send us an e-mail to DocuSignSupport@IQVIA.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. No additional information is necessary.

### Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	<ul style="list-style-type: none"><li>• Internet Explorer (Windows Only) 8.0 or above – compatibility mode is supported only for 9.0 and above.</li><li>• Windows Edge Current Version</li><li>• Mozilla Firefox Current Version</li><li>• Safari (Mac OS only) 6.2 or above</li><li>• Google Chrome Current Version</li></ul>
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	1024 x 768 Recommended
Enabled Security Settings:	Allow per session cookies
Mobile Signing:	<ul style="list-style-type: none"><li>• Apple iOS 7.0 or above</li><li>• Android 4.0 or above</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an e-mail message at the e-mail address we have on file for you at the time the hardware and software requirements are revised.

Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

### Acknowledging your access and consent to receive materials electronically

To confirm you can access this information electronically and that you consent to receiving and executing Documents electronically on the terms and conditions described above, please let us know by clicking the "I Agree" button.

By clicking the "I Agree" button, you confirm that

- You can access and read this Consent To Electronic Delivery and Execution of Documents; and
- You can print on paper the disclosure or save or send the disclosure to a place where you can print it, for future reference and access; and
- Until or unless you notify IQVIA as described above, you consent to the delivery and execution of Documents electronically.



# श्री साई जनविकास प्रतिष्ठाण, औरंगाबाद

जावक क्र.: श्री.सा.ज.प्र.औ./ २०२४/३०९

दिनांक: ०२/०९/२०२४

## ORDER OF APPOINTMENT

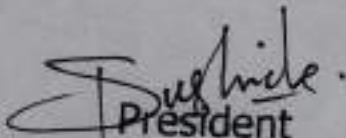
To,

Ms.Dish Babasaheb Wadave,  
Osmanabad.

As per your application for the post of **Assistant Professor** in Chemistry department the local Selection Committee has been selected you for the said post. We appoint you as **Assistant Professor** at Shri Sai Janvikas Pratishthan's, R P College of pharmacy Alni, Osmanabad on the pay scale of Rs. 15600-6600-39100/-

Your appointment is subjected to the following terms and condition:

- 1 Your services will be governed by rules and regulation laid down by the management of Shri Sai Janvikas Pratishthan's.
- 2 Your appointment is subject to the terms & conditions of Dr. Babasaheb Ambedkar Technological University, DTE, PCI & Government of Maharashtra.
- 3 If you are found to be involved in any kind of defaming work related to your job & this institute. You will be terminated from your services immediately.
- 4 You will have to submit the photocopies of relevant testimonials such as mark sheets and certificates of degree, Experience, Caste etc. at the time of joining duties.
- 5 You will have to join within ten days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.

  
President

Shri Sai Janvikas Pratishthan  
Reg.No.F-7487,MAH-350/2002



 cognizant  
Aishwarya  
Dattatray Kadam



© IBM Xerox Pro Paper



2260003

2260003

Emergency Contact  
9850242430

If found please inform 1800 258 2345

68\*924090 33201030114-1 XT

Cognizant Technology Solutions India  
Pvt.Ltd

#5/535, Old Mahabalipuram Road,  
Okkiam-Thoraipakkam, Chennai -  
600096



Ref.No : SPPU/SHS/ 2024/347

Date : 18/09/2024

To,

Mr Prasad Kailas Bairagi

Room No. 13, Shree Ganesh PG Hostel, Chaitanya line 4,

Dharmaraj chaur, Akurdi, Pune- 411 044.

**Subject: Appointment letter**

With reference to your interview held on 22<sup>nd</sup> August, 2024 for the post of **Junior Research Fellow (JRF)** at Department of Health Sciences, Savitribai Phule Pune University, I am directed to inform you as follows:

You are appointed as **Junior Research Fellow (JRF)** in AYUSH Center of Excellence (CoE) at School of Health Sciences, Savitribai Phule Pune University on the following terms and conditions:

1. You have been appointed on consolidated salary of Rs. 35,000 + 27% HRA pm (fixed) with no other benefits.
2. Your appointment is purely on temporary basis for a period of one year, extendable to a period of three years from the date of joining or till the completion of project, whichever is earlier.
3. You will be responsible for laboratory or clinical investigations, project coordination, laboratory samples processing and assist in CoE and departmental activities as directed by the Departmental Head.
4. This contractual appointment can be terminated by either party without assigning any reason, by giving one month's notice in writing or by payment of an amount equal to one month's salary in lieu of the notice.
5. You will be permitted 15 (Fifteen) days of leave in a year as per University rules.
6. Please note that the rules and regulations declared by the University from time to time will be binding on you.

Please join your duties immediately and submit your joining report in triplicates in the enclosed proforma through proper channel.

  
Principal Investigator  
Principal Investigator

Center of Excellence; Ministry of AYUSH  
Interdisciplinary School of Health Sciences  
Savitribai Phule Pune University, Pune

Encl. as above

Copy to

1. The Finance and Accounts Officer
2. The Deputy Registrar, Reservation Cell
3. Personal file for information and necessary action

  
Head  
Department of Health Sciences  
Head

Department of Health Sciences  
Savitribai Phule Pune University  
Pune-411007



# शकुंतला पाटील बहुउद्देशीय संस्था

Reg. no. F18459 (NA)

**Add:** C/o. Ganesh Patil, Sai bhumi banglwo, Plot no- 28, survey no- 236, hari Om Kapalesh nagar, Opp.- MET boys' hostel, Water tank road, Dhatrakh phata, Panchavati, nashik-3

**Phone No.** +91 8412903061 / +91 9324271674 **Email ID:** spbs.18459@gmail.com

O/W No: SPBS/ 37 / 2024-25/

Date:01-08-2024

## Letter of Appointment

**Mr. Vasant Y. Chavan**  
**At/Po:- Nasik,**  
**Dist; Nasik**

### **Sub: Appointment order as Asst. Professor.**

With reference to your application cited above, the college governing body is pleased to appoint you as **Asst. Professor** in this college from 01-08-2024 for the academic session 2024-2025 on Probation with following terms and conditions:

1. Your Salary scale is Rs-15600-6000-39100.
2. You will have to discharge duties and such other co-curricular and extra-curricular work which will assigned to you by the principal from time to time.
3. Your appointment will be subject to approval by the Dr Babasaheb Ambedkar Technological University, Lonere.
4. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc within one month.
5. You will be allowed to join the duties on producing of –
  - a] Two passport size Photographs.
  - b] Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
7. You will not conduct or engage yourself in any private tuitions or private coaching classes.
8. You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority/ Management.
9. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.
10. If you are found guilty of violation of any terms and conditions mentioned above you will liable for disciplinary action and punishment decided by the management as provided in the statute. During the period of your services, You shall not directly or indirectly do such things, which are subversive to the interests of the Society / University / Institute / College / students.

**Shri Ganesh G Patil**

**सचिव**  
शकुंतला पाटील बहुउद्देशीय संस्था  
नाशिक ता. जि. नाशिक



Dwarka Bahuddeshiya Gramin Vikas Foundation's

Reg. No. Mah/5275/09, Mumbai Public Trust. Regd. No. F-5333

Estd: 2008

**Rajarshi Shahu College of Pharmacy**

[ Approved by AICTE & PCI, Affiliated to Sant Gadge Baba, Amravati University, Amravati ]

**Shri. Dhruatraoji Sawale**  
President

**Prof. Dr. Shirish P. Jain**  
Principal

Ref. No. RSCP 18232/2024-25

Date: 27/09/2025

**OFFICE ORDER**

It is being officially informed that, Miss. Vaishnavi Patil (Asst. Professor) has been assigned to go to Shankarlal Khandelwal Art, Science & Commerce College, Akola for University Level Youth Festival - 2024. She will be on leave for the said purpose from 29/09/2024 under duty leave.

This is for your information and necessary action.

  
Principal

Rajarshi Shahu College of Pharmacy,  
Malvihi, Buldana.

Copy to :-

a) Personal File

At. Post Malvihi, Botha Road, Buldana, Maharashtra - 443 001

Email ID:-principalrscp@gmail.com

Tel No.:- 7620764990/7620760919

Website:www.rscp.ac.in