



SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

(An Autonomous Institution)
Kalavakkam, Chennai – 603 110

SELF STUDY REPORT

5.2.1: Percentage of placement of outgoing students and students progressing to higher education

Submitted to

The National Assessment and Accreditation Council

February 2024

Declaration

This is to certify that the documents available related to this metric is more than 5MB. Hence, sample documents are given in the upcoming pages. Further, other supporting documents are provided in the web link. All links/Pictures/Documents/ others are verified and authenticated.

Mr. Aadhithya K
S/o Mr. Krishnan,
28/32, 3rd Trust Cross Street,
Mandavelipakkam, Chennai
Tamil Nadu - 600028.

LETTER OF INTENT

Dear Mr. Aadhithya,

With reference to the campus recruitment process we've had with you, we are pleased to inform that you have been provisionally selected as **Graduate Engineer Trainee [AT1G]** in our Organization subject to the following Terms and Conditions.

1. You should have successfully completed your qualification during the academic year 2022-2023 with no history of arrears in Current Course.
2. You will be on training for a period of One year from the date of your joining and if your performance during the training period is not satisfactory, the company may extend the training period for another 3 months minimum or up to 6 months' maximum.
3. The Annual Remuneration Package (including Salary, Allowances, and Retention Bonus) is mutually discussed and agreed between us.
4. Your services are transferable to any other Department/ Group/ Function of the Company in India either permanently or temporarily, at the discretion of the Company.
5. This Letter of Intent will be subject to your qualifying the Pre-Employment Medical Checkup, Background Check and verification of necessary documents supporting your candidature (viz. Qualification, Experience, etc).
6. You will be issued a formal Letter of Appointment containing the terms & conditions in detail, as per the policy of the Company on your joining.
7. You are advised to join the Company on **03rd July, 2023**. In case, you fail to join by the date mentioned above, Management reserves the right to cancel your appointment.
8. You will be required to execute a Service Bond, undertaking to serve the company for period of Four (4) years from the date of joining. The company would invest and incur substantial expenditure to train you specifically, for effectively handling your job responsibilities.

Any discontinuance of service before the said period of Four Years would not only cause serious financial loss to Company, but also disrupt the work in the Company.

Hence if you leave the Service of Company before the completion of Four Years, for any reason of whatsoever nature, you will be required to pay a sum of Rs.3,00,000/- (Three Lakhs only) being the Training Costs, incurred by the Company. The Service Bond detailing the terms and conditions, to be executed by you, would be provided to you at the time of joining the Company.

9. Any Joining Expenses such as Cost of Relocation, Travel, Transport and Accommodation expenses shall be reclaimed from employees subject to leaving the company within one year from the date of joining.
10. At the time of joining, you are advised to bring this letter with you along with the following documents in Original for validation
 - a) Academic & Professional Credentials (10th, 12th, UG & PG)
 - b) Previous Employer's Relieving / Service Certificate (If Any)
 - c) Photo ID Card, Address Proof, Aadhar Card and Pan Card are mandatory
 - d) Passport Size Photo (6 Nos) Specification Size: 3.5cm x 4.5cm (Wearing White Shirt)

Please sign the duplicate copy of this Letter of Intent in confirmation of your understanding and acceptance of the foregoing terms and conditions and return the same to us on or before **10th May, 2023** failing which this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice/ intimation to you.

On behalf of the Company, I would like to extend you a very warm welcome to HMI. We are sure that your stay with us will prove to be a long, fruitful and rewarding one, both professionally and personally.

Wishing you all the best

Yours Sincerely,

For Hyundai Motor India Ltd.,



(Charles JS Walter)

Head - Human Resources

I, **Aadhithya K** have read, understood and accept this offer and will be joining duty on **03rd July, 2023**.



(Aadhithya K)

Date: 6/5/23

Tredence Analytics Solutions Pvt Ltd.
Sattva Knowledge Court, 2nd Floor, Wing B, Doddennakkundi, I Phase, Industrial Area,
Doddennakkundi Village, K.R. Puram, Hobli
Bengaluru, Karnataka - 560048

16 May 2023
Bengaluru

Subject: Offer Letter

S Abhishek,

Congratulations!

On behalf of Tredence Analytics Solutions Private Limited, (herein after called as "Company" or "Tredence"), we are pleased to extend the offer of employment to you on the following terms and conditions. You undertake, commit, agree and covenant that these terms and conditions shall continue to be operative notwithstanding any changes in your designation, position and location.

Terms and Conditions:

Appointment

Position & Location

: Your designation will be **Analyst (Level-I)** and title **Analyst**.
You will work from our office located at 2nd Floor, Wing B, Doddennakkundi, I Phase, Industrial Area, Doddennakkundi Village, K.R.Puram, Hobli Bengaluru, Karnataka 560048- at present and shall be required to travel per the requirement of the Company as per the Company's applicable policies.

During the term of employment, you will perform such duties as may be assigned to you from time to time and will follow all directions given by the company's management and will adhere to directions of your superior.

Commencement Date

: Your joining date as mutually agreed is **04 Sep 2023**

Probationary Period

: You will be required to serve a probationary period of six months. Your performance will be formally reviewed at the end of the period. Your probationary period may be extended if deemed necessary by the management. During the probation period, either party may terminate the employment by giving prior notice of sixty days.

Total Compensation**Annual Remuneration Package**

- You are eligible for a total compensation package of **INR Six Lakhs and Fifty Thousand Only**. The compensation offered to you is described in detail in 'Annexure 1: Remuneration' annexed to this Offer.

Performance Appraisal

- The appraisal cycle at Tredence is annual - from January to December of every calendar year. For the first year you will be eligible for the appraisal only after completion of 12 months of employment. Thereafter you will be aligned to the subsequent annual appraisal cycle at Tredence.

Variable Pay

- Variable pay will be prorated and will be based on both Company performance and individual performance payable post the first appraisal cycle on completion of 12 months. If you quit or will be serving notice period before the payout date, you will not be eligible for any variable pay.

Intellectual property of previous employer(s)

- The Company has extended this offer to you based upon your general knowledge, background, experience and skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of your engagement at the Company, you agree not to disclose or use confidential information or proprietary information or any trade secrets of any current or prior employer.

In this regard, you should be extremely careful not to bring to the Company any documents or other materials in any form belonging to or acquired from any current or previous employer. Further you shall not divulge trade secrets of the Company or any other proprietary information which in any way detrimental to interests of Company. In the event of breach of this provision, at Company's sole discretion, your employment might be terminated immediately, and you will be held liable for the loss suffered by the Company.

The Company will require you to execute a separate agreement for protection of confidentiality, IP rights, non-compete and non-solicitation.

In the event you are bound by any agreement/s or obligation/s that inhibits your ability to use your skills at the Company, you are duty bound to reveal this to the Company prior to accepting this offer.

Conflict of Interest

You shall not engage either directly or indirectly either full time or part time, elsewhere in any job, profession, association or business of any nature, in any capacity, for remuneration or not, over and above the legitimate work with the Company on working days, or on holidays or when on leave without obtaining the Company management's prior permission in writing.

Other information

- You should always keep your records updated and informed to the Company, such as your phone numbers, addresses, etc. You are solely responsible for filing returns of your personal income tax.
- In the event of your continuous illness for a period of three (3) months or more, provided where proper notice of same has not been provided and other regulations (if any) followed during such three (3) months, your services may be terminated without any notice or relief thereof.
- In the case you remain absent from duties for seven or more continuous days or remain on leave without any proper authorization then it shall be presumed that you ended your employment with the Company without notice and in such an event you will lose your lien on the employment and your accounts will be settled immediately without notice.
- In case you are subject to any disciplinary action as per the law, Company policies and standing orders applicable to you. During the disciplinary proceedings you will not be entitled to any salary or allowance till the proceedings are concluded. If proceedings confirms that you are not guilty such pending salary shall be credited to you in subsequent pay cycle.

Termination

Company reserves right to terminate your services without notice or salary in lieu thereof for reasons including but not limited to misconduct, negligence of duty, disloyalty, dishonesty, insubordination, misrepresentation, indiscipline, disobedience, breach of non-disclosure of agreement, irregular attendance, poor performance, or any act detrimental to the interest of the Company.

Confidentiality

You shall neither during continuance of your employment with Company nor thereafter shall directly or indirectly divulge any confidential information relating to Company and/or its clients

without prior consent of the Company.

Non-Solicit

During your employment and for one year thereafter, you shall not solicit any employee or associate of Company to leave Company for any reason. Further you shall directly or indirectly, solicit or deal with any individuals, companies, or organizations who are or were clients of Company during your employment.

Non-Compete

You shall not indulge directly or indirectly in business similar to Tredence and/or in competition with Tredence either solely or in collaboration during your employment with Tredence and for five years after termination of your employment with Tredence.

You agree that you shall perform all the duties and undertake responsibilities within the mandate of the workplace and office policies of the Company, as modified from time to time, at the sole discretion of the Company.

This offer is subject to your background verification of such as academic, employment, salary history etc. The Company reserves all the rights to cancel this Offer if any relevant information provided by you is found false or misrepresenting.. In such a contingency, you shall be liable to be discharged forthwith.

Please confirm your acceptance of the above-mentioned terms and conditions by signing a copy of this Offer Letter.

This offer is valid for two days from the date of this letter.

We look forward to welcoming you to Tredence Analytics Solutions Private Limited.

For Tredence Analytics Solutions Private Limited,



Rekha Nair
Senior Director - Human Resources

Acceptance

I accept above mentioned terms and conditions.

Signature:	
Name:	S. Abhishek
Date:	17 May 2023
Place:	Chennai

Annexure I: Remuneration

Name	S Abhishek
Designation	Analyst
Component	Annual (INR)
Basic Salary	3,20,595
HRA	1,28,238
Special Allowance	1,34,067
Gross (A)	5,82,900
Statutory Contributions (PF) (B)	21,600
Gross with statutory (A+B)	6,04,500
Variable Pay (C)	45,500
Total Annual CTC (A+B+C)	6,50,000
Gratuity	You are entitled for gratuity on completion of 5 years of employment with us per the applicable laws
Insurance	Premium paid by the Company for life and accidental insurance for Self and Medical Insurance for Self + 5 dependents (including Spouse, Children and Parents)

Note

- A. You will have an opportunity of earnings up to **INR 10,00,000*** as a Total Cash Component, detailed under "Additional Compensation" below.* The payment of Additional Compensation will be subject to your continuous employment with Tredence for period of 18 months. You will not be eligible in the event you resign, or you are serving a notice at the time of pay out. All the components are managed under the various policies & guidelines of the Company.
- B. Additionally, statutory deductions such as Income Tax, Employee Contributions towards EPF, Professional Tax, ESI, etc. will be deducted as per the applicable laws.

Additional Compensation:

Sign on Bonus: You are entitled to an additional amount as one-time Sign on Bonus of INR 1,50,000 subject to completion of 12 months of your continuous employment with Tredence. The Sign on Bonus is paid out in 13th month and this will not be considered as a part of your Total Annual CTC and will not be considered at the time of Performance Appraisal.

Performance Linked Pay: You will be eligible for a one-time Performance Linked Pay of up to INR 2,00,000 subject to completion of 18 months of your continuous employment with Tredence. This is managed under the guidelines of company's performance and variable pay policy and shall be depended on your Performance Appraisal Rating.

Relocation: You are entitled to relocation expenses of INR 10,000 for transportation of goods. Additionally, the Company shall arrange the travel & accommodation facilities for up to two-weeks. In the event of you being requested by the Company to manage your travel and accommodation, Company will reimburse the pre-approved cost.

The reimbursement can be initiated with the original bills/invoices which needs to be submitted by you to the Company for the claim process. You shall refund the total relocation amount in the event you resign, or you are serving a notice period before completing 1 (one) year from the joining date with an exception to end of the employment by Tredence due to role redundancy. In the event you fail to refund the said amounts, Tredence is authorized to adjusted or set-off the same from your full and final settlement.



RMZ Millenia Business Park
4th Floor, Campus 1C,
143, Dr. M.G.R Road, Perungudi
Chennai 600096, Tamil Nadu
India
Tel: +91 44 6692-7000
mcdermott.com

March 07, 2023

Adarsh Kumar Sahu

H No: G/F - B28, G3, Anjaneyar Koil Street, Vengaivasal, Medavakkam, Chennai

On behalf of J. Ray McDermott Engineering Services Pvt. Ltd., I am pleased to confirm in writing our offer of employment to you for the position of **Associate Mechanical Engineer** within McDermott Inc., at our Chennai location.

We anticipate you to start on July 05, 2023 or as early as possible thereafter. We will welcome you with an overview of the Company and its businesses, company policies and procedures, and other important topics.

You will be paid a starting salary of INR **600,918** per annum less the applicable T.D.S as per the Income Tax Act, 1961. Details of the monthly salary breakdown will be in accordance as shown below.

SALARY BREAKDOWN

Title	Associate Mechanical Engineer
Grade / Career Ladder	5/P1
Basic Salary	INR 29,410
House Rent Allowance	INR 9,705
Conveyance Allowance	INR 1,550
Special Allowance	INR 5,882
Gross pay	INR 46,547
Employer Provident Fund	INR 3,529
Monthly Cost To Company	INR 50,077
Annual Cost To Company	INR 600,918

The normal hours of work are 0830 to 1700, or 0900 to 1730 with a break of 30 minutes for lunch. Our weekly off will be Saturday and Sunday. However, you may be required to work overtime, if the same is reasonably necessary to perform your duties.

The basic working hours are 8 hours a day, 5 days a week. Hours worked in excess of the basic working hours will be compensated at one and a half times the normal salary, provided that such overtime hours are authorized by management.

You will be entitled for casual leave, sick leave and vacation leave as per the Company's Leave policy. This appointment is subject to a probationary period of 6 months, which at the discretion of the management or senior personnel may be extended depending on your performance. During this probationary period, the

employment may be terminated by the Employer or the Employee by giving 30 days' notice in writing.

Although your appointment in the first instance will be at Chennai, you are liable to be transferred / deputed to any work or assigned the work of any Associates / Sister concerns, Subsidiaries or any other Companies / Organizations / Firms with whom the Company may make such arrangement or agreement and to any place of business of the above as existing or as acquired later at any time, from time to time.

You will undertake tours or other assignments or commitments for the business of the Company as may be notified to you by the company / management with no extra remuneration nor any change in the terms and conditions of service except those as may be expressly informed to you in writing by the Company.

The company will provide you with a full range of benefits, comparable to the industry standards in the city of Chennai, subject to all eligibility and contribution requirements and the Company policy in this regard as may be prevalent from time to time.

In the event that you choose to leave the company prior to completion of one year, all mobilization cost including set up allowance, accommodation etc., as applicable, and demobilization cost will have to be returned (paid back) to the company before exit.

By accepting the Company's offer, you solemnly affirm and declare that all the particulars within your Curriculum Vita and the supporting documents submitted to substantiate your eligibility to assume employment with the Company are true, accurate and genuine; and acknowledge that falsification in any form will be treated at Zero Tolerance Level by the Company.

You:

- As a responsible professional, shall remain available to the Company at all times and let your manager / supervisor know as to where you would be accessible.
- Agree and confirm that allocations of a jobs and responsibilities to you is the management decision and at it's discretion entirely. You shall work under the supervision and control of such persons as decided by the management from time to time.
- Agree and confirm that amount of increments and other incentives would solely be at the discretion of the management.
- Shall devote your whole time, attention and skill to the best of your ability for the business of the Company. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business, employment or activities whatsoever without the prior written permission of the company and shall not accept any emoluments, salary, commission or honoraria whatsoever from any party without the prior permission of the Company.
- Shall, to the extent reasonably possible, give us sufficient and reasonable notice in advance and that before you avail of leave you complete all your pending jobs.
- Shall always maintain high standards /degree of secrecy and keep as confidential the data, records, documents and other information in relation to the business of the Company which may be known to you or confided in you and shall use the same only in a duly authorized manner in the interest of the Company.
- Shall always maintain in good condition the Company's assets and properties which may be given to you for official use during the course of your service and shall return the same to the Company immediately on relinquishment of your services.
- Shall be governed by the rules, regulations and such other practices, systems, procedures and policies as are in force or may be added, altered, modified or omitted by the Company from time to time. You shall also be governed by the statutory laws enacted by the local authorities, State or Central governments as applicable, from time to time.

We look forward to you joining McDermott and hope you will find this to be a very challenging and exciting work environment.

This offer is valid until April 30, 2023 Should you need more time for consideration of this offer, please contact

me before the expiration date. Otherwise, please indicate your acceptance of this offer of employment by your E-Signature below. Please do not hesitate to contact me if you have any questions.

Sincerely,

On behalf of **J. Ray McDermott Engineering Services Pvt. Ltd**

A handwritten signature in blue ink, appearing to be 'Christopher Kishorekumar', is written over a faint yellow grid background.

Christopher Kishorekumar
Manager - Human Resources



December 2, 2022

Ajith Austan

9/163, Pink And Nano Homes Puducherry Village, Somangalam, Chennai 600069

Dear Ajith Austan,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Development Engineer 1** with Comcast India Engineering Center I LLP (Comcast India)

- i. The broad terms and conditions that will apply *once your employment commences* are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence.

(a) **Position:**

Your position will be as **Development Engineer 1** with Comcast India and you will be required to report to **Balasubramanian Avinashi**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 716,900** (Seven Lakhs Sixteen Thousand Nine Hundred Only).

COMCAST India Engineering Center I LLP
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai - 600 097, Tamil Nadu



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):
- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
 - (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
 - (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **December 2, 2022** and Internship Agreement dated **December 10, 2022**.



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):
- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
 - (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
 - (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **December 2, 2022** and Internship Agreement dated **December 10, 2022**.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

Kannan Subramaniam
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name: AJITH AUSHAN M
Date: 12-12-2022



Divya Zindani <divyazindani@ssn.edu.in>

Fwd: Provisional Selection of GETs | PGETs - L&T Campus Recruitment | 2023 Batch

1 message

SSN CDC - Placement <cdc@ssn.edu.in>

To: yamini19062@chemical.ssn.edu.in, akilesh19010@mech.ssn.edu.in

Cc: cdc2023 <cdc2023@ssn.edu.in>, Faculty Placemet coordinator2017 <fpc@ssn.edu.in>, Lakshminarasimhan N <lakshminarasimhann@ssn.edu.in>, Pushpak Kumar P <pushpakp@ssn.edu.in>

Dear Students,

Congratulations!!! You have been selected by L&T!!!

Go through the below trail mail for your reference.

Give attention to details.

Warm Regards,
 Aparna Ganesh
 Executive Placement
 Sri Sivasubramaniya Nadar College of Engineering

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

Kind Attention : Mr. Pushpak Kumar P,**Sri Sivasubramaniya Nadar College of Engineering.**

Greetings from Larsen & Toubro !

Further to our selection process for the selection of GETs / PGETs of 2023 batch, we are pleased to **Provisionally Shortlist** the following candidates from institution. You are requested to block their candidatures immediately for ensuring their joining with L&T. **Kindly confirm us the acceptance of the stipend post which we will be releasing individual letters of intent to these students.**

College Name	Candidate ID	Candidate Name	Candidate Email	Di
Sri Sivasubramaniya Nadar College of Engineering	'202315713216291'	Yamini Balaji	yamini19062@chemical.ssn.edu.in	CI
Sri Sivasubramaniya Nadar College of Engineering	'202315713216196'	Akilesh S	akilesh19010@mech.ssn.edu.in	Me

The above candidate(s) is(are) selected subject to being declared **medically FIT in the pre-employment medical checkup** & passing the B. Tech / M. attempt with 65% and above without any back-logs (live or history) and also found eligible to the other eligibility guidelines indicated in our notice inv your earlier.

This provisional shortlisting letter has been done subject to the candidates being qualified according to all the eligibility criteria and academic require at the time of campus recruitment and based on their representations. Also, this selection intimation is issued based on the assumption that all th made by the candidates in our Employment Application Form are **TRUE**.

If they do not fulfill the eligibility criteria and academic requirements as specified above or have given false declaration in our Employment Application would automatically be **rescinded**.

In case of any further selections, we shall notify you in due course. For any further clarifications, feel free to write / speak to us.

A picture containing drawing Description automatically generated

Campus Recruitment Team
 Chennai Head Quarters Office,
 979, Mount Poonamallee Road,

Website: www.larsentoubro.com

7 SWITCH OFF AS YOU GO | ♻️ RECYCLE ALWAYS | ♻️ SAVE PAPER - SAVE TREES | 🌱 GO GREEN

email-footer (002)

::DISCLAIMER::

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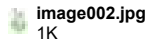
Header of this mail should have a valid DKIM signature for the domain ssn.edu.in

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4 attachments





McKinsey Global Services India Private Limited
5/142, Tower B, 17th-19th Floor,
World Trade Center, Rajiv Gandhi Salai,
OMR, Perungudi, Chennai - 600 096
+91 (44) 42265000
CIN No. U72300HR1997PTC103072

Akshaj Varma Penmetcha
DS4, Navins Jayaram Gardens, River view road, Manapakkam
Chennai, Tamil Nadu 600125

December 13, 2022

Dear Akshaj Varma Penmetcha,

We are delighted to have you join McKinsey Global Services India Private Limited ("McKinsey" or the "firm") in the role of Junior Capabilities & Insights Analyst/ Junior Capabilities & Insights Analytics Analyst in Chennai effective January 16, 2023, or such other date as agreed by you and the firm.

This offer is for temporary internship expected to last through July 14, 2023.

This internship agreement formally confirms the terms and conditions of your internship should you accept our offer.

You agree to act in the best interests of McKinsey at all times. You agree to devote your full working time to your job duties, and any other duties as McKinsey assigns to you from time to time.

Your normal place of work will be in our office currently situated at Chennai. Upon reasonable notice, we may change your place of work to any other location within India.

Compensation

Your compensation is comprised of the below components.

Your compensation will be prorated based on your actual start and end date. Applicable tax withholdings and deductions will apply; please consult with your tax advisor on the taxation of payments and other terms described herein.

Stipend. Your monthly gross base stipend will be INR 75,000 payable monthly from the date you begin work.

Provident Fund. Your gross annual salary includes the firm's contribution to the Provident Fund per the requirements of the India laws pertaining to the Provident Fund.

Please refer to Leave Policy for a better understanding of your leave entitlement.

Termination

After confirmation of your internship, either you or McKinsey may terminate your internship at any time by providing 7 days notice or payment in lieu thereof, and for any reason, in accordance with applicable law and as provided herein. Upon the termination of your internship you must, in compliance with applicable McKinsey policies, immediately return to McKinsey all documents, computers and any other property that belongs to McKinsey or its parents, subsidiaries, affiliates and clients, without making any copies of documents, computer software, data, or confidential or proprietary information. If asked to do so, you must inform McKinsey of any computer passwords used by you in the course of your internship. You must, if so required by McKinsey, confirm in writing that you have complied with your obligations under this provision.

At the expiration of your agreement, you understand and agree you will not be entitled to and are hereby excluded from a [redundancy/severance] payment and any claim for unfair [dismissal/termination], unless otherwise provided by applicable law.

McKinsey may terminate your internship without advance notice to you if it has reasonable grounds to conclude that you engaged in gross misconduct, including theft, fraud, unauthorized disclosure of Confidential Information, violation of any law or regulation, material breach of firm policy, or conduct damaging to McKinsey's reputation, clients or employees.

Data Privacy. We also ask you to review the McKinsey HR Privacy Notice which describes how McKinsey processes and protects your personal data and your privacy rights at the firm. In addition, by signing below, you also agree to review and adhere to the Global Data Protection & Privacy Policy, which describes McKinsey's global privacy program and applies to each McKinsey entity and all firm members when processing personal data anywhere in the world.

Confidentiality and Non-Disclosure

For purposes of this Section, "McKinsey" shall refer to the firm and its parents, subsidiaries and affiliates.

Client Confidences. McKinsey's clients expect that McKinsey will hold all business-related information about the client, including the fact that they are doing business with McKinsey and the specific matters on which they are doing business, in the strictest confidences ("Client Confidences"). You acknowledge that, during the course of your internship, you will have access to such Client Confidences.

Confidential Information. You acknowledge that, during the course of your internship, you will have access to and will create information relating to McKinsey's business that provides McKinsey with a competitive advantage, that is not generally known by persons not employed or engaged by McKinsey and that could not easily be determined or learned by someone outside McKinsey ("Confidential Information"). Such Confidential Information, whether or not explicitly designated as confidential, includes both written information and information not reduced to writing, and includes information that is not publicly known and that may provide McKinsey with a competitive advantage, including information about clients, referral sources, internal corporate policies and strategies, pricing, financial and sales information, forecasts, business and marketing plans. You also acknowledge that, during the course of your internship, you may have access to and/or create personal data relating to individuals, such as employees, job applicants, external workers, customers and service providers of McKinsey and McKinsey's clients ("Personal Data"). Personal Data is also considered Confidential Information.

Duty to Preserve Client Confidences and Confidential Information. During your internship by McKinsey, you agree not to use or disclose Client Confidences and Confidential Information, including Personal Data, except as may be necessary in the good faith performance of your duties to McKinsey. After your internship by McKinsey, you may not use or disclose the foregoing information without the prior written consent of McKinsey.

Firm Property. You acknowledge that all devices, documents and materials, in hard copy or electronic form, received, created or used by you in connection with your internship with McKinsey are and will remain the property of McKinsey. You agree to return all such devices (which are owned by the firm), documents and materials (including all copies) prior to your termination of internship and agree that, during or after your internship, you will not, under any circumstances, without the written consent of McKinsey, disclose those documents and materials to anyone outside McKinsey or use those devices, documents and materials for any purpose other than in connection with work performed as an intern for McKinsey.

Intellectual Property

For purposes of this Section, “McKinsey” shall refer to the firm and its parents, subsidiaries and affiliates.

You agree to fully and promptly disclose to McKinsey, without additional compensation, all ideas, original or creative works, inventions, discoveries, computer software or programs, trading strategies, statistical and economic models, improvements, designs, formulae, processes, production methods and technological innovations, whether or not patentable or copyrightable, which, during your internship with McKinsey, are made, conceived or created by you, alone or with others, during or after usual working hours, either on or off your job, and which are related to the business of McKinsey or which relate in any way to tasks assigned to you by McKinsey (“Intellectual Property”). You acknowledge that McKinsey owns all such Intellectual Property rights as works made for hire to the fullest extent of the law. You agree that such Intellectual property conceived or created by you shall be regarded as being made under a contract of service with McKinsey. For the avoidance of doubt, you hereby assign to McKinsey all such Intellectual Property rights, including the rights to sublicense or transfer any of the rights assigned hereunder, in any and all media now known or hereafter developed, along with all existing causes of action, known or unknown.

You agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of section 19(4) of the Copyright Act, 1957, you agree that such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if McKinsey does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You agree, at any time during or after your internship, to sign all papers and do such other acts and things, at McKinsey’s expense, as McKinsey deems necessary or desirable and may reasonably require of you to protect McKinsey’s rights to such Intellectual Property, including applying for, obtaining and enforcing patents or copyrights with respect to such Intellectual Property in any and all countries. You further agree not to use or disclose, without the prior written consent of McKinsey, both during and after your internship by McKinsey, Intellectual Property, except as may be necessary in the good faith performance of your duties to McKinsey.

Other Matters

No Conflict. By signing below, you are affirming that you do not have any contractual or other obligations that would conflict with your responsibilities in this role, and that you are not bound by any agreement or obligation with or to any person or organization that prohibits you from accepting or continuing your internship with McKinsey and fully performing all of your responsibilities with McKinsey (e.g., non-compete agreement).

You further agree, as from the date you accept our offer and during your internship with us, not to disclose to McKinsey or its parents, subsidiaries or affiliates any information or documents you are prohibited from sharing under any contractual or other duty owed to a former employer or other party based on any other relationship, such as a self-employed relationship, or otherwise.

Offer. These offer terms are contingent upon your ability to commence internship on the above-stated start date, residing in the country of your office location as of the above-stated start date, and agreement not to engage in work outside of your payroll office country for personal reasons except as approved by your supervisor and within firm-approved limits. Any changes may modify the terms contained herein.

Immigration Compliance. If applicable, internship is contingent upon you possessing or timely obtaining the right to work in your location of offer. Failing to do so may affect your internship and the terms enclosed herein. Where necessary, we will provide our reasonable legal and administrative support to assist you in applying for the applicable work permit and/or visa for your location of offer.

Timesheets. You must complete timesheets in accordance with McKinsey policy.

Travel. Your work may require travel, including both domestic and international destinations. Therefore, possession of a valid passport is required for all applicable roles (including consultants and others who will travel internationally). You understand that you have a legal and professional obligation to comply with immigration laws where you conduct business. Further, you must have the correct legal authorization to enter any country for your intended purpose. It remains your responsibility to understand your immigration status and ensure that you are entering a country in the correct immigration category for the intended purpose of travel.

Expenses. McKinsey will reimburse all reasonable, pre-approved expenses that you properly and reasonably incur in the discharge of your duties and subject to any other policies that McKinsey issues from time to time. You are expected to familiarize yourself with your office's Expense Policy and submit for reimbursement only those valid business expenses that are permitted under such Policy.

Amounts Owed. During your internship or thereafter, if you owe the firm any amount of money, including due to overpayment to you or for recovery of monies for breach of expense policy, payment to any party for your benefit, penalties, compensation for damages or for any other reason, McKinsey may deduct that amount (in one or more installments) from amounts it owes you, unless prohibited by law. If, on termination, you have taken Leave in excess of your accrued entitlement, you agree that McKinsey may deduct the value of this from your final salary and any other payment, unless prohibited by applicable law.

Acknowledgment

You acknowledge that this document sets out in full your agreement with McKinsey and supersedes any prior agreement or arrangement regarding internship with McKinsey, whether written or oral.

Severability. If any provision herein is held to be unenforceable by a court, the remaining provisions shall be enforced to the maximum extent possible, and such provision shall be given effect to the maximum extent possible by narrowing or enforcing in part that aspect of the provision found overbroad or unreasonable. The waiver by any party to this agreement of a breach of any of the provisions herein shall not operate or be construed as a waiver of any subsequent or simultaneous breach.

Changes to Internship. McKinsey reserves the right to change any of the foregoing terms of internship except where prohibited by applicable law and will notify you in writing of any changes any of the foregoing terms of internship.

Choice of Language and Law. Both you and the firm have agreed to draft this agreement in English. The law of India will govern this agreement. Both you and McKinsey agree to the jurisdiction of the Chennai Courts in resolving any disputes that arise under it.

We are very excited about you joining us. Please let us know by December 14, 2022 whether you will accept the terms and conditions of your internship as set forth herein. To accept, please sign electronically below to acknowledge your acceptance of our offer and the terms set forth herein.

We will be happy to answer any questions you may have about the firm or the terms contained in your offer. Please contact Aeliya Almas Abbas - aeliya_almas_a_abbas@mckinsey.com at 8939766279 if we can help you in any way. We look forward to welcoming you as a member of the firm.

Sincerely,



Christus Antony
Head of Recruiting, India - MGS

DocuSigned by:



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Akshaj Varma Penmetcha
Signed Date: 13-Dec-2022

McKinsey HR Data Privacy Notice

McKinsey (“McKinsey” or “firm” or “we”) is committed to respecting your privacy and protecting your personal data, which is any information that is capable of identifying you as an individual.

This HR Data Privacy Notice (“Privacy Notice”) describes how we handle and protect your personal data in connection with our firm processes and activities. In case of a conflict between this Privacy Notice and applicable law, applicable law will govern.

This Privacy Notice only applies to the personal data of our firm members¹. Separate rules apply to the personal data of our external workers², clients, vendors or any other person from whom McKinsey collects personal data for other purposes.

Personal data we collect

The type of personal data we collect from you and the ways that we process it are determined by the requirements of the country in which you perform work for the firm, and not the country in which you reside.

We collect personal data at various stages during a working relationship, such as when you apply for a role with us, when we create a personnel file or engagement record, and through the management of our relationship with you. For example, we may collect:

- basic information like your name, surname, address, contact information (including home address, personal email and phone numbers);
- photographs and videos;
- employment administrative data (e.g., degrees, trainings, professional references, work experience);
- bank information;
- employment and occupation related information (e.g., duties, classification, compensation, other benefits, absences, holidays);
- information necessary to perform background checks, to the extent permitted by applicable law, including education, work history, identity documents, and data relating to criminal offences or proceedings;
- performance and development related information;
- information regarding your use of and communications through firm information technology resources; and
- information about your dependents, your designated emergency contacts, and other individuals that you are authorized to provide that you voluntarily provide in connection with your employment.

We may also collect, under certain circumstances and to the extent permitted by applicable law, sensitive personal data, which is a subset of personal data and includes information about your ethnicity, health, trade union membership, religious beliefs, and sexual orientation. For instance, we may collect information related to health to manage a workplace accommodation for a medical condition or to manage sickness absence, or information about ethnicity, religion or sexual orientation to monitor and maintain our diversity commitments.

¹In this Privacy Notice, the term “firm member” is limited to any member of our firm who is employed by the firm through an employment contract or an offer letter for employment and expressly excludes external workers (see below).

²In this Privacy Notice, the term “external worker” refers to any individual who comprises part of the firm workforce supporting activities of the firm, but who is not employed by the firm. They may be engaged through a personal service company (e.g., LLC), through a vendor, through a partnering arrangement, or, in a few, select circumstances, as an individual.

Use of your personal data

We use your personal data to address our responsibilities as your employer, to comply with our legal obligations, and to support activities related to administration and business management of the firm. For instance, we use your personal data:

- to support payroll processes and to administer the employment relationship, including employee performance and career management;
- to staff resources on clients' engagements;
- to provide you with hardware and other professional tools (like mobile phones) at their domicile;
- to provide health, financial and other benefits to you;
- to create tax returns and social declarations;
- to secure McKinsey's facilities and its information technology and telecommunications systems;
- to sustain the McKinsey Alumni program;
- to perform background checks, to the extent permissible by applicable law;
- to protect McKinsey's legal rights and to facilitate compliance with our legal and contractual obligations
- to investigate concerns or to provide advice if you or other firm members submit a concern through the Got a Concern? hotline; and
- to communicate with you or any designated emergency contacts that you voluntarily identify or to share with medical professionals or law enforcement or other public authorities in the event of an emergency or other incident, such as when the health or safety of you or one or more individuals may be endangered.

We may also analyze your personal data or aggregated/pseudonymized data to improve our recruiting and hiring processes, to augment our ability to attract and retain successful candidates, and to better understand the composition, performance and well-being of our workforce.

We do not make personnel-related decisions based solely on automated processing without human intervention.

Our processing of your personal data for the purposes mentioned above is based on the following grounds:

- in part, on our need to perform a contract of employment with you (for example to pay you and manage your career);
- in part, on our need to comply with our legal obligations, in particular under labor and employment law (for example, to create tax returns and investigate any grievances) and to comply with applicable reporting obligations under local law (for example, on equal treatment / pay);
- in part, on our legitimate interests in operating our business and protecting the firm (for example, to staff resources on client engagements, and to secure our facilities and systems); and
- in part, and where required by applicable law, on your consent.

Data recipients and international data transfers

Your personal data may be disclosed to recipients within our organization and with third parties in the country where you are located and in different countries (which may include countries where you have fewer rights than you have in your country of residence). For instance, your personal data may be processed by:

- our firm members at other McKinsey companies other than the entity that employs you, as well as

external workers working for the firm (e.g., members of the HR / IT / Professional Development / Staffing departments);

- clients and business associates of McKinsey;
- our legal and professional advisors;
- suppliers and providers of services (e.g., benefit providers, transportation and hotel vendors, background check vendors) engaged by us at local or at global level; and
- government authorities (e.g., for tax purposes, immigration purposes).

We have implemented data transfer measures that are designed to ensure appropriate data protection of your personal data. In most cases and where legally appropriate, we rely on EU Standard Contractual Clauses.

Data retention

If McKinsey employs you, any relevant personal data collected during the recruiting period will become part of your personnel records and will be retained in accordance with specific country requirements. Some of the data may be also retained beyond the termination of our employment relationship with you, in accordance with the firm data retention schedules, but in no event longer than the period of time required or permitted by applicable law.

After the termination of your employment relationship with McKinsey, you may be eligible to join the McKinsey Alumni program. If you participate in this program, certain personal data will be retained until you decide to opt-out of the program. Data collected during your participation in the Alumni program will be treated in accordance with its specific Privacy Policy.

Analyzing the way McKinsey uses information technology

McKinsey is frequently looking for new ways to understand and improve how we use our information technology and communication tools. Accordingly, we may collect and analyze data on how our workforce uses our information technology (e.g., how many emails we send, when we send them, how we communicate internally and externally). Many of these projects use aggregate data (e.g., assessing information across a functional group, office, or firm-wide), but some projects may involve more specific analysis of individual communications. Any analytics will be conducted in accordance with applicable law.

Acceptable use of McKinsey information technology resources

McKinsey reserves the right to review, monitor, and/or disclose any information communicated using the firm's information technology resources (including email) to prevent, detect, and/or investigate any activity that may affect the security of the firm's systems or information (including client information). For example, McKinsey may review, monitor, and/or disclose any information communicated using the firm's information technology resources:

- if we are required to do so by law or legal process;
- to law enforcement authorities or other government officials;
- when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity;
- if disclosure is necessary to protect the vital interests of a person;
- to protect our property, services and legal rights;
- to prevent fraud against McKinsey, our subsidiaries, affiliates and/or business partners;
- to aid in the investigation of a suspected or actual breach of confidential information, firm policy, or a security incident of any kind;

- to support auditing, compliance, and corporate governance functions;
- to protect our know-how and business secrets; or
- to comply with any and all applicable laws.

Monitoring and related activities may be conducted only by authorized firm members or third parties acting on their behalf, subject to appropriate safeguards and as consistent with applicable law. You should not use the firm's information technology resources to send, receive or store non-work-related information which you, or those with whom you communicate, consider private in nature.

Your rights

We take reasonable measures that are designed to keep your personal data accurate, complete, and up-to-date.

Depending on applicable law, you may have certain rights related to your personal data. For instance, you may have the right:

- to request access and obtain a copy of your personal data;
- to rectify or delete your personal data;
- to object to the processing of your personal data;
- to provide us instructions as to the processing of your personal data in case of your death; and/or
- to lodge a complaint with a competent data protection authority.

Depending upon the circumstances and the request, we may not be permitted to provide you with access to your personal data or otherwise fully comply with your request, such as where producing your information may reveal the identity of someone else.

To help protect your privacy and security, we may take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law.

We reserve the right to charge an appropriate fee for complying with your request where permitted by applicable law, and/or to deny your request where your request is excessive, or otherwise unacceptable under applicable law.

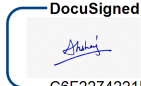
Contacts

If you have any questions about this HR Data Privacy Notice and about how we process your personal data, or if you would like to contact the relevant Data Protection Officer for your jurisdiction (including our EU Data Protection Officer) or the Data Privacy Team, please reach out to your local Human Resources representative.

McKinsey reserves the right to modify this Privacy Notice. We will post any changes to our HR Data Privacy Notice on the McKinsey Data Privacy website at <https://thinkdata.intranet.mckinsey.com/hr-data-privacy-notice>. Please check this page regularly to keep up-to-date.

By signing below, you agree that the firm processes and transfers your personal data as described in this Privacy Notice.

DocuSigned by:



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Akshaj Varma Penmetcha



PRIVATE & CONFIDENTIAL

May 11, 2023

Anna Mathew
Plot No.12
Cholamandal Artists Village
Injambakkam
Chennai 600115
India

Subject: Offer cum Appointment Letter for Employment

Dear Anna,

We are pleased to offer you an exciting opportunity to work with **Dow Chemical International Private Limited**. We would like to confirm the terms and conditions, mentioned herewith below.

Job Assignment

You have been selected for the position of **Hardware Discipline Engineer**. Additional responsibilities as decided by the company from time to time may be added, and you will be required to fulfil the same unconditionally. As a fulltime employee of the company, you are expected to devote substantial working time and use your best efforts in the interest of the Company.

Job Location: Chennai

Policies and Rules

In addition to the terms and conditions of this Offer cum Appointment Letter for Employment, you shall be bound by the various Policies and Rules of the Company as applicable from time to time. These policies are available on the Dow intranet and for the interim you may contact the undersigned to understand these policies.

The Company reserves the right to have different Policies and/or Rules for different group or job family and for different locations. You shall be bound by the rules applicable to you depending on your job family and place of service.



Compensation and Benefits

Monthly Guaranteed Cash

Your total Monthly Guaranteed Cash is Rs. 75000/- ((A+ B) of Annexure A))

The above Monthly Guaranteed Cash consists of the following components:

- a. **Basic Salary**: Rs. 37500/- per month
- b. **Housing**
Per our Company policy, for Chennai, we will pay you a monthly House Rent Allowance at 50% of your monthly basic salary. As per policy, subject to change incase if the job moves to a non-metro city.
- c. **Conveyance Allowance**
You will be paid a conveyance allowance of Rs. 2500/- per month.
- d. **Leave and Leave Fare Assistance**
As per Company Policy, you will be entitled to 22 working days' vacation. You will be entitled to Leave Fare Assistance equivalent to one month's base salary. Please refer to the policy for details.
- e. **Medical Allowance**
You will be paid a medical allowance of Rs. 1250/- per month.
- f. **Special Allowance**
You will be entitled to a Special Allowance of Rs. 11875/- per month.

Retirement Benefits

As per Company Policy, you will be eligible to Retirement Benefits consisting of Provident Fund (PF) Company contribution and Gratuity as per the provisions of the respective Acts read with amendment, if any. Gratuity will be payable subject to ceiling of INR 20 Lakhs as per the current provisions in the statute and shall stand amended, pursuant to statutory modifications from time to time. Retirement Benefits will be effective from the date of your joining the Company. You shall retire from the Company's employment and your employment will come to an end on your attaining the age of 60 (Sixty) years. Please refer to the policies for details.

Medical Hospitalization

The Medical Hospitalization policy of the Company covers you and your family (spouse and two dependent children) up to Rs. 5 lacs floater (family) per annum and Rs. 3.5 lacs in case of single employee. The premium is borne by the Company. The benefits will be strictly governed by the terms and conditions of the relevant policy. Please refer to the policies for details.

Life / Accidental Death and Dismemberment

As per the Company Policy, you will be covered to the extent of 48 times your monthly basic salary. The maximum claim will not exceed 48 times the monthly basic salary at any point in time. The premium is borne by the Company. Please refer to the policy for details.

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General Business



Variable Pay

As per the Company policy, depending upon the profitability of the Company and your personal performance, you will be paid, as a percentage of your Annual Guaranteed Cash an amount as Variable Pay. Please refer Annexure A.

Probation

As per Company Policy, every new employee is required to undergo a probation period of 6 months. On satisfactory completion of the probation period, you will be absorbed as a permanent employee of the Company by a written communication to that effect. Please note that in absence of such a written communication, your probation shall be deemed to have been extended until further notice, or until you receive confirmation of your employment. During the probation period, either party is free to terminate the employment arrangement by giving a written notice of 30 days or salary in lieu of notice.

Notice Period and Termination

Subject to the provision of Notice in the Clause relating to "Probation" above, you may terminate the employment with the Company, by providing not less than three months' notice or payment of notice pay in lieu thereof, in which case you shall be entitled to such reimbursements, claims and /or salary as may be due on termination. **Please note that the notice period as mentioned in the respective appointment letter and/or subsequent correspondence notifying change in notice period shall prevail notwithstanding the notice period that may be contained in any other documents.**

Upon termination of your employment with the Company, you shall return to the Company all drawings, notes, memoranda, correspondence, records, product information, manufacturing procedures and specifications, customer and supplier information and all other information in any format viz. paper or electronic and you shall not retain any copy or copies thereof in electronic or any other media. You shall not, at any time after termination of your employment with the Company, represent yourself as being in any way connected with or interested in the business of the Company and/or any of its affiliates.

Confidentiality

You shall maintain strict confidentiality and under no circumstances disclose to any outsider any information, whatever that may come to your knowledge, direct or indirectly, during your employment, relating to the affairs of the Company. The salary, incentives, benefits under this Offer cum Appointment Letter and all correspondence between you and the Company is confidential and you shall not disclose any details whatsoever to any person.

Custody of Property

You shall be responsible for the safekeeping and returning in good orders of all the properties of the Company such as equipment, reference materials etc. which may be in your possession, custody, care or charge with reasonable wear and tear. The Company shall have the right to recover the money value of such properties from the dues payable to you and take such action as it deems fit in the event of your failure to account for properties, whether during the course of service or otherwise.

Transferability

The company has the right to transfer you to any location within India or outside of India,

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General Business



depending on the needs of the organization if any. Also, your service may be seconded to or transferred to any affiliate company if required. The company will bear the transfer costs as per the Domestic Relocation Policy.

Medical Examination

This offer of employment is subject to you being found medically fit by our empaneled medical examiner. Accordingly, you would have to undergo a mandatory pre-employment medical examination prior to your on-boarding, to determine your medical fitness for this employment. Your employment is subject to your remaining physically and mentally fit. As and when required by the management, you will submit yourself to medical examination with a Physician / Medical facility of the choice of the management. The decision of the management shall be binding.

Background Check

The employment is offered on the basis of the information, representation and warranties made and furnished by you including the training, skills, abilities and special knowledge. It is the policy of the Company to perform a background check of all employees / candidates on acceptance of the offer. Accordingly, this offer of employment is subject to your clearing the background check successfully. In case of any infirmity found in your background check, this offer would stand revoked with immediate effect.

Code of conduct

You shall be bound by rules and regulations of the Company and the Code of Conduct as applicable from time to time. The Management reserves the right to alter, change, modify and substitute the rules as deemed fit. The Management also reserves the right to have different rules for different categories or classes of employees and for different locations. The Management is entitled to terminate forthwith your services without compensation, notice period or salary in lieu thereof, in case of willful, intentional misconduct or failure to perform your duties in accordance with the directions of the Management. In all other cases, the Management may terminate your employment by providing not less than three months' notice or pay in lieu of notice.

Additionally, you shall not misuse your role / position for personal gains of any nature or conduct yourself in such manner that you may have to incur debt beyond your means. You shall not accept or permit any member of your family or any other person acting on your behalf to accept any gift including free transportation, lodging or any other service or any pecuniary advantage from anybody directly or indirectly with whom you may come into contact by virtue of your employment, without the permission of the Company.

Dow Chemical International Pvt. Ltd. Employee Agreement

In addition to this Offer cum Appointment Letter for Employment, you shall also sign and be bound by the Dow Chemical International Pvt. Ltd. Employee Agreement, which is applicable to all employees of Dow, in so far as the said Employee Agreement is not in derogation of the terms and conditions of this Offer cum Appointment Letter for Employment. In case of any conflict between the said Employee Agreement and the terms of this Offer cum Appointment Letter for Employment, the terms of this Offer cum Appointment Letter for Employment shall prevail, and the provisions of the said Employee Agreement that are not in derogation of the provisions of this Offer cum Appointment Letter for Employment shall continue to be binding on you.

**Non-compete**

You shall not either directly or indirectly engage in or serve or be interested in any other business, trade, professions, or concern whatsoever, as principal, agent, employee or in any other capacity either full time or part time or offer any consultancy or advisory service to any other person / concern during your probation period in the Company, or thereafter if confirmed by the Company, then during the period of employment in the Company.

References

The Company shall have the right to offer its opinion as to your performance to any third party while you are in the employment of the Company or subsequent thereto. Upon signing of the duplicate copy of this Letter, you are giving you unconditional consent to the Company to give such reference as it thinks fit to any third party.

Validity

The above offer is valid for 7 days from the date of this letter. If the aforesaid terms are acceptable to you, please signify your confirmation and acceptance thereof by signing and returning the duplicate of this letter by the said date. Accordingly, you are requested to join on or before **July 1, 2023**, unless communicated otherwise.

We look forward to a long and happy association with you.

Yours sincerely,

For **Dow Chemical International Pvt. Ltd.**

**AMITRAJIT
GHOSH**

Digitally signed by
AMITRAJIT GHOSH
Date: 2023.05.10
21:08:57 +02'00'

Amitrajit Ghosh

HR Site Leader – CEC, Chennai

I confirm acceptance of the above.

Signature

Name

Date

ANNA MATHEW

01/07/2023

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General Business



ANNEXURE A

Anna Mathew

Sr. No	Salary Component		Monthly Salary (in INR)	Annual Salary (in INR)
A.	Monthly Salary Components			
1	Basic Salary **		37,500	450,000
2	House Rent Allowance **	50% of Base Salary*	18,750	225,000
3	Conveyance Allowance **		2,500	30,000
4	Medical Allowance **		1,250	15,000
5	Special Allowance **	Balancing figure	11,875	142,500
	Total A		71,875	862,500
B.	Annual Salary Components			
1	Leave Fare Assistance ***	One Month Base Salary	3,125	37,500
	Total B		3,125	37,500
	Annual Guaranteed Cash (AGC) : A+B		75,000	900,000
C.	Retirement Benefits			
1	PF Contribution (Employer)	12% of Base Salary	4,500	54,000
2	Gratuity	4.81% of Base Salary	1,804	21,648
	Total C		6,304	75,648
D.	Variable Benefits			
1	Variable Pay (PAP) This can range from 0 to 125%, based on individual performance**	Estimated amount per annum #	12,750	153,000
	Total D		12,750	153,000
	Total Cost to Company (CTC) (A+B+C+D)		94,054	1,128,648

1. Medical Hospitalization Insurance for Family (Employee + Spouse + 2 Children up to 25 years of age) is of Rs.5 lacs floater and Rs. 3.5 lacs in case of Single employee.

2. Life/Accidental Death Insurance for Employee - 48 times of monthly basic salary.

* Location dependent

* Variable as per Dow's PAP Programme

* Car Allowance, if applicable, will be paid subject to relevant papers being submitted.

** Subject to Tax. Tax will be deducted at source.

***Tax benefit can be availed as per income tax act by producing appropriate bills/vouchers.

As per Company Policy

Yours sincerely,

For Dow Chemical International Pvt. Ltd.

AMITRAJIT

Digitally signed by
AMITRAJIT GHOSH

GHOSH

Date: 2023.05.10
21:09:37 +02'00'

Amitrajit Ghosh

HR Site Leader – CEC, Chennai

I confirm acceptance of the above.

Signature

Name

Date

ANNA MATHEW

01/07/2023

Confidential – Internal Only

General Business



December 2, 2022

Aravindan Jagadish Kumar

45,J2,Sssp Apts North Vellala Street,Mogappair West,Chennai-37 Tamil Nadu Chennai 600037.

Dear **Aravindan**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Development Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Development Engineer 1** with Comcast India and you will be required to report to **Harish Jayesh**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 716,900** (Seven Lakhs Sixteen Thousand Nine Hundred Only).

COMCAST India Engineering Center I LLP
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **December 2, 2022** and Internship Agreement dated **December 10, 2022**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

Kannan Subramaniam
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



COMCAST INDIA OFFER		
Name	Aravindan Jagadish Kumar	
Comcast Title	Development Engineer 1	
Department	SKY	
Hiring Manager	Harish Jayesh	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	29,871	358,450
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	14,935	179,225
Leave Travel Allowance *	2,489	29,871
Special Allowance	12,446	149,354
Total Fixed Pay	59,742	716,900
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	35,845
Total Cash	59,742	752,745
Provident Fund **	3,585	43,014
Telephone Reimbursement	1,000	12,000
Gratuity***	-	17,241
Cost to Company	64,326	825,000

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ***Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).



Wood India Engineering & Projects Private Limited
(formerly known as "Amec Foster Wheeler India Private Limited")

6th Floor, Zenith Building

Ascendas IT Park

CSIR Road, Taramani

Chennai - 600 113, India

T: +91 44 6622 3100

www.woodplc.com

WIEPPL:MD:APK

Dated: 28 February 2023

Mr. Arun Prasad Kumar

1-1 A, Sabari Terrace, Wipro Street,

Sholinganallur,

Chennai - 600118

TamilNadu

Mobile No. 9360617173

Dear Arun Prasad,

Offer of Employment:

We refer to your job application and the subsequent interviews with Wood. We are pleased to offer you employment as '**Graduate Engineer Trainee - Piping**' in Wood India Engineering & Projects Private Limited, (hereinafter referred to as "the Company"), located at **Chennai**.

Remuneration:

You will receive a total, all inclusive, compensation of **Rs.50,000/- (Rupees Fifty Thousand Only)** per month. The detailed break-down of the monthly / annual compensation structure (also referred as Total Cost to the Company) has been enclosed as annexure 1 along with this offer letter.

Your appointment to the above position is effective the date of your joining. The tenure of the **Graduate Engineer Trainee (GET)** Programme will be Twelve months. At the time of joining, you will have to sign a service agreement to the tenure of the Programme and Twelve months thereafter.

Your Date of Joining will be notified to you later.

This offer will be subject to the following:

- Your CGPA is 7 and above and that you do not have any history of arrears in the entire duration of your course and you passing the degree examinations in the normal semester and produce the necessary proof of the same at the first instance.
- Your sending confirmation of acceptance to this offer and the employment terms & conditions by signing below and forwarding to us the duplicate copy of this letter **within Two working days**.
- Your submitting educational documents no later than at the time of joining.
- Your character antecedents / reference checks being found satisfactory in all respects.
- Your fitness medically and not suffering from serious illness or infection or any other terminal or communicable illness prior to accepting this offer.

In the event you fail in any subject and / or do not complete the course within the current academic year and / or do not meet the minimum stipulated CGPA of 7, the employment / offer with the Company stands terminated automatically without further notice.

'Wood' is a trading name for John Wood Group PLC and its subsidiaries

Wood India Engineering & Projects Private Limited Registered office: 6th Floor, Zenith Building,
Ascendas IT Park, CSIR Road, Taramani, Chennai - 600 113, India CIN: U65991TN1997PTC037801

K. Arunprasad



You will be eligible for One way II AC train fare and ground transportation for you from your Hometown to Chennai. Please note that the above expenses are reimbursed only against the production of original cash receipts / vouchers and tickets. Additionally, at the time of joining the Company, you will be entitled to one week's stay at the Company's Guest House in Chennai. Also please note, in the event of your leaving within one year of joining the Company, the actual amount reimbursed towards travel expenses will be recovered from you.

Notwithstanding anything contained above, the Management of the Company reserves the right to recall / rescind at any time the offer of employment without notice or cause and nothing contained herein or in any other document shall be deemed to vest in you the right to claim employment with the Company. You have also understood and agreed that your absorption as a regular employee after completion of training is at the absolute discretion of the Company and that nothing herein contained or in any other document shall be deemed to vest in you the right to be absorbed as a regular employee of the Company and also that the term 'Employee' used herein or in any other document to refer to the GET is only for administrative convenience and shall not be construed as conferring on the GET the status of a regular Employee of the Company.

You will be governed by the rules and regulations and the standard procedures of the Company. Terms of this offer are strictly confidential between you and the company and willful breach of this confidence will be viewed with utmost seriousness.

You would also be required to furnish the original copies of your personal, educational and employment credentials as listed in Annexure 1 at the time of your joining which shall be duly returned to you immediately after verification.

On behalf of the Company, I would like to welcome you and look forward to having you join the Company, at the earliest.

Best Wishes,

(for)


PARTHASARATHY, S T
MANAGING DIRECTOR


K. Anuprasad



Wood India Engineering & Projects Private Limited
(formerly known as "Amec Foster Wheeler India Private Limited")

6th Floor, Zenith Building

Ascendas IT Park

CSIR Road, Taramani

Chennai - 600 113, India

T : +91 44 6622 3100

www.woodplc.com

WIEPPLMD:AAA

Dated: 28 February 2023

Mr. Ashiq Akram Arif Ali

No 4B/36, Akbar Street,

Triplicane,

Chennai - 600005

TamilNadu

Mobile No. 7550152213

Dear Ashiq Akram,

Offer of Employment:

We refer to your job application and the subsequent interviews with Wood. We are pleased to offer you employment as '**Graduate Engineer Trainee - Equipment Engineering**' in Wood India Engineering & Projects Private Limited, (hereinafter referred to as "the Company"), located at **Chennai**.

Remuneration:

You will receive a total, all inclusive, compensation of **Rs.50,000/- (Rupees Fifty Thousand Only)** per month. The detailed break-down of the monthly / annual compensation structure (also referred as Total Cost to the Company) has been enclosed as annexure 1 along with this offer letter.

Your appointment to the above position is effective the date of your joining. The tenure of the **Graduate Engineer Trainee (GET)** Programme will be Twelve months. At the time of joining, you will have to sign a service agreement to the tenure of the Programme and Twelve months thereafter.

Your Date of Joining will be notified to you later.

This offer will be subject to the following:

- Your CGPA is 7 and above and that you do not have any history of arrears in the entire duration of your course and you passing the degree examinations in the normal semester and produce the necessary proof of the same at the first instance
- Your sending confirmation of acceptance to this offer and the employment terms & conditions by signing below and forwarding to us the duplicate copy of this letter **within Two working days**
- Your submitting educational documents no later than at the time of joining
- Your character antecedents / reference checks being found satisfactory in all respects.
- Your fitness medically and not suffering from serious illness or infection or any other terminal or communicable illness prior to accepting this offer.

In the event you fail in any subject and / or do not complete the course within the current academic year and / or do not meet the minimum stipulated CGPA of 7, the employment / offer with the Company stands terminated automatically without further notice.

"Wood" is a trading name for John Wood Group PLC and its subsidiaries.
Wood India Engineering & Projects Private Limited. Registered office in 6th Floor, Zenith Building,
Ascendas IT Park, CSIR Road, Taramani, Chennai - 600 113, India. CIN: U65901TN399712037000

A. Ashiq Akram

(A. ASHIQ AKRAM)

You will be eligible for One way II AC train fare and ground transportation for you from your Hometown to Chennai. Please note that the above expenses are reimbursed only against the production of original cash receipts / vouchers and tickets. Additionally, at the time of joining the Company, you will be entitled to one week's stay at the Company's Guest House in Chennai. Also please note, in the event of your leaving within one year of joining the Company, the actual amount reimbursed towards travel expenses will be recovered from you.

Notwithstanding anything contained above, the Management of the Company reserves the right to recall / rescind at any time the offer of employment without notice or cause and nothing contained herein or in any other document shall be deemed to vest in you the right to claim employment with the Company. You have also understood and agreed that your absorption as a regular employee after completion of training is at the absolute discretion of the Company and that nothing herein contained or in any other document shall be deemed to vest in you the right to be absorbed as a regular employee of the Company and also that the term 'Employee' used herein or in any other document to refer to the GET is only for administrative convenience and shall not be construed as conferring on the GET the status of a regular Employee of the Company.

You will be governed by the rules and regulations and the standard procedures of the Company. Terms of this offer are strictly confidential between you and the company and willful breach of this confidence will be viewed with utmost seriousness.

You would also be required to furnish the original copies of your personal, educational and employment credentials as listed in Annexure 1 at the time of your joining which shall be duly returned to you immediately after verification.

On behalf of the Company, I would like to welcome you and look forward to having you join the Company, at the earliest.

Best Wishes,

(for)


PARTHASARATHY, S T
MANAGING DIRECTOR


(A-ASHIQ AKRAM)

EMPLOYMENT TERMS & CONDITIONS

The terms and conditions of your employment are stipulated herein.

1. Place of Work:

Normal place of work shall be at Wood India Engineering & Projects Private Limited (hereinafter referred to as 'the Company'), **Chennai, India**. However, depending on the requirement of the company, employment shall be at other places. The Employee is liable to be transferred, deputed and posted to any other place in or outside India or to any affiliate or group company, at the sole discretion of the Company's Management. On any such deputation or transfers, Employee will be eligible for relocation and travel reimbursements as per the company's policy in force.

2. Reporting:

You will be reporting to the Department Manager – Engineering or whoever the Department Manager / the Company's Management may nominate at various points in time.

3. Employment on Full Time Basis:

Pursuant to this offer of employment by the Company and acceptance by you, you shall work on full time basis to the requirements of the Company in accordance with the offer of employment. During the tenure of this employment, you shall not engage or indulge either directly or indirectly with any other activity. Any other activity would be construed widely at the discretion of the Company.

4. Working Hours and Office Timings:

Standard workweek and office timings shall be 9.00 am to 5.30 pm - Monday through Friday and 8 hours per day, 40 hours per working week. Certain projects may elect to operate a different work schedule / shifts subject to Management and Client approval.

5. Work Schedule:

You will follow the working hours of the Company on all working days both at Company's office and at any other project / client location. Based on project requirements, Employee may have to work at Company's office / Project Site office on regular shift hours as well as other shift timings as may be decided by the Company from time to time.

6. Overtime:

Eligible employees shall be permissible to book overtime hours beyond the standard working hours in order to compensate the additional hours worked. All Overtime hours shall require pre-approval from the respective Projects / Department/Discipline manager prior to the booking. The Overtime hours shall be subject to the statutory limits and the overtime payment shall be subject to the deduction of Income Tax at the applicable rate.

7. Training Period:

Subject to GET's progress and performance to the satisfaction of the Company, the training shall conclude in Twelve Months from the date of joining as Trainee.

8. Absorption:

At the end of satisfactory completion of training, the Company's management may, at its sole discretion, choose to absorb the GET as a regular employee of the Company. By signing this document, the GET has understood and agreed that nothing herein contained or in any other document shall be deemed to vest in the GET the right to be absorbed as a regular employee of the Company and that the term 'Employee' used herein or in any other document to refer to the GET is only for administrative convenience and shall not be construed as conferring on the GET the status of a regular Employee of the Company.

9. Leave:

Casual Leave: 12 days p.a

Sick leave: 12 days p.a

Privilege Leave: 12 days p.a

Casual Leave and Sick leave are calculated on a calendar month basis. Employees are entitled to Sick and Casual leave even in the Probation period. Privilege leave is credited upon completion of 12 months of service. Advance Privilege leave may be granted at the discretion of the Employee's Department / Discipline Manager, in the period between completion of probation and completion of 12 months of service. No privilege leave can be availed of during probation.

In case of female employee, they shall be eligible for maternity leave and other benefits as per the provisions of Maternity Benefit Act, 1961 read with Maternity Benefit Amendment Act, 2017 i.e. Pregnant women employees are entitled to 26 weeks of fully paid maternity leave. No woman shall be entitled to maternity benefit unless she has actually worked in Wood India for a period of not less than 80 days. Provided that the maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

10. Performance Review during the Training Period:

Performance review shall be carried once in a quarter prior to completion of the training period. Salary review shall be done at the time on absorption, or any other date decided by the company's management, which shall be subject to satisfactory performance of the employee, satisfactory completion of the training period of the employee, internal/external pay equity, overall business performance and at the sole discretion of the Company's Management and shall not be claimed as a matter of right by the employee.

11. Employee Group Medical Insurance, Personal Accident Insurance & Life Insurance:

The Employee, spouse and up to two children will be covered under a Medical Insurance Scheme for a total coverage of Rs. 500,000/- (Rupees Five Lakhs Only). In addition, the Employee will be covered under a Personal Accident Insurance Policy of Rs. 10,00,000/- (Rupees Ten Lakhs Only). The Employee will also be covered under an Employee Group Life Insurance Policy for a sum assured equivalent to their Annual CTC and not less than Rs. 500,000/-, subject to prevailing terms and conditions. Premium for the above said policies will be paid by the Company. Further details on insurance benefits are available in the Employee Handbook.

12. Deductions:

The Company is entitled to deduct from the Employee's salary or other remuneration due, any money that may be due by the Employee to the Company such as but not limited to, any overpayment made by the Company, salary received for leave taken in excess of entitlement or during unauthorized absences or advance payments for anticipated expenses in excess of the expenses actually incurred.



(A. ASHIQ AKRAM)

13. Salary Credit:

The Employee agrees that if his / her joining date is after the payroll processing timelines of that month, then his / her salary for that month would be paid along with the next month's salary. Salary will be paid by the company to employee's designated salary bank account on last working day of each month.

14. Uninformed Absence:

In the event employee is continuously absent without prior intimation and/or approval for fifteen calendar days, such uninformed absence shall be deemed as abandonment of service resulting in instant termination without notice or reason and thereby removing the employee's name from the rolls of the Company's HR and Payroll record.

15. Other Payment:

During the tenure of your training period, employee shall not be entitled to any other allowances, payments or emoluments apart from what has been expressly mentioned along with this offer. Any other payment shall be made by the company at its sole discretion and shall be intimated to you in writing.

16. Tax Liability:

Income tax shall be applicable on the above salary/remuneration as per applicable laws and any future amendment made thereon. The Employee shall be responsible for any Indian Tax liability that may arise from his/her employment in India and will defend and indemnify the Company against any such liability. The Company will withhold tax from the monthly salary, allowances & reimbursements as required by applicable laws and remit the same to Indian Tax Authorities. The Employee will be provided with a 'Tax Deduction certificate' at the end of the Financial Year.

17. Policies, Procedures & Code of Conduct:

The Employee shall comply with and abide by the Policies, Procedures, Guidelines, Code of Conduct, Standing Orders and other Rules & Regulations of the Company that may currently be in force or that may be issued and communicated to the Employee from time to time. During the employment with the Company, employee shall adhere to all policies of the Company including but not limited to policies related to information Security Management System, IT Acceptable Use Policy and any such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. All such Policies, Procedures, Guidelines, Code of Conduct, Standing Orders and other Rules & Regulations issued by the Company from time to time shall be deemed to form part of this Terms & Conditions.

18. Confidentiality and Non-Disclosure:

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. The Employee undertakes to keep all and every information regarding the Company, its products and / or financial status or other information incidental thereto, strictly confidential and secret and neither to directly nor indirectly divulge such information to any third party or otherwise make any use of same for whatever purpose. The matters related to employee's compensation are strictly confidential between employee and the Company and should be treated as such. The employee would also be required to execute bonds / agreements for the purpose of confidentiality and non-disclosure at the time of joining and leaving the company. In the event the management of the Company views any breach of the said condition or undertaking, the Company shall be entitled to initiate appropriate action including termination of your employment without notice and reserves the right to initiate action in the manner known to law including but not restricted to criminal prosecution at costs of the Employee.



(A. ASHIQ AKRAM)

19. Assignments of Rights in Work:

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

20. Concurrent Education:

While the company encourages professional development to pursue various courses, employee, during the term of employment with the Company, shall be required to get requisite prior permission to pursue any full time or part time courses in any institution/universities in India or any other foreign country, from the company's management. The company's management shall assess such arrangement in such a way that it doesn't affect the project deliverables and grant permission suitably.

21. Concurrent Employment or Business:

Employee shall devote his/her full time and ability to the Company and shall not engage directly or indirectly, on your own or on behalf of anyone else, in any other trade, employment, business or vocation or occupation or public office, whether part-time or full time and whether with or without pecuniary benefits, including honorary, without obtaining the management's prior permission in writing. Employee shall not carry on any activity and/or commit any act prejudicial to the interests of the Company. In the event of any breach of this condition, employee will be liable for termination of services with immediate effect.

22. Indemnity:

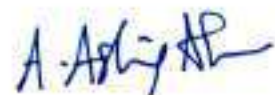
The Employee will defend, indemnify and hold the Company harmless from any and all claims, liabilities, losses, actions, damages and the like arising from or in connection with any negligent or intentional acts or omissions of the Employee.

23. Company Property

Upon termination of employment, Employee agrees to return to the Company, all data, Customer lists, Vendors Lists, Written information and any other such items furnished by the Company or any other Company affiliate with the Company or received by the Employee in connection with his/her services hereunder. Employee will retain no copies thereof on the expiration or termination of this Agreement. All the above mentioned are property of the Company and shall be treated likewise unless otherwise specifically mentioned in writing.

24. Employee understands and agrees that he/she will not, directly or indirectly, make any payment or give anything of value, to any foreign or governmental official / Employee or candidate for government office, for the purpose of obtaining or retaining business for the Company or any affiliate of the Company nor will he do anything that may otherwise violate any governing laws of the land. In the event Employee breaches this provision, the Company may immediately terminate the Employee's employment without notice or compensation in lieu of notice, and Employee will defend and indemnify the Company for any losses, damages, penalties or other liabilities it may occur as a result of Employee's breach of this provision.

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



(A-ASHIQ AKRAM)

26. The employee will be entitled to the statutory benefits under the Employees Provident Fund Act of 1952, Payment of Gratuity Act of 1972 and other similar Labour Law Regulations as may be applicable from time to time and in line with the prevalent Statutory Act & Rules.

27. The employee shall be governed by the employee handbook (including any amendment / modification done to the same from time to time) with regard to the various issues like leave, overtime, etc. The Employee has received access to the handbook and has read and agreed to abide by the conditions stipulated therein.

28. The management of the Company reserves the right to alter / amend / cancel / add or enter into a fresh agreement with the Employee at any time including during the subsisting of this agreement at the sole discretion of the Company.

29. The Employee shall at all time, be subject to the Code of Conduct and Code of Discipline of the Company and shall be bound by such rules as may be set by the Company from time to time.

Best Wishes,

(for)

**PARTHASARATHY, S T
MANAGING DIRECTOR**

I hereby accept the employment with Wood India Engineering & Projects Private Limited under the terms and conditions stated above. I also confirm that, I have read, understood and agree to be bound by the policies and terms and conditions stated above and will be starting on _____ (Date)

A. Ashiq Akram

**Signature with Date
(Ashiq Akram Arif Ali)**

A. Ashiq Akram

(A. ASHIQ AKRAM)

ANNEXURE - 1			
Ashiq Akram Arif Ali			
Total Compensation Per Month			50,000
Sl.No.	Description	In INR	%
I. PAYABLE MONTHLY:			
1	Basic	25,000	
2	House rent allowance	12,500	50.00
3	Conveyance	1,600	6.40
4	Medical	1,250	5.00
5	Fringe Benefit Pay *	3,750	15.00
6	Special Allowance	568	2.27
	Total Monthly Salary (Guaranteed)**	44,668	
	Annual Salary (A)	5,36,010	
II. PAYABLE YEARLY:			
1	Annual Festival Allowance per month	1,000	4.00
2	Leave Travel Allowance per month	1,333	5.33
	Total accrual (Monthly)	2,333	
	Total Annual Payment (B)	27,990	
III. CONTRIBUTIONS BY WOOD TO STATUTORY FUNDS IN EMPLOYEES ACCOUNT:			
1	Employer's contribution to PF	3,000	12.00
	Total contributions (Monthly)	3,000	
	Total contributions (Annualised) (C)	36,000	
TOTAL (A)+(B)+(C)		6,00,000	100.00
* FBP exemption can be claimed by submitting bills pertaining to Telephone Expenses, Car Maintenance & Food Coupons subject to the limit specified under this component. ** Total Monthly Salary (Guaranteed) is subject to Employee Contribution to the PF, TDS & any other applicable deductions			

Ashiq

Documents required to be submitted to HR on the date of joining

S.No	List of Credentials
1	Offer letter issued by the Company
2	All educational qualifications starting from SSLC / Class X
3	Original Medical Fitness Certificate from any registered medical practitioner - General Health (Certificate not to be older than 60 days prior to the date of joining)
4	Passport
5	PAN card
6	Three passport size and two stamp size photographs

Important Note:

1. All the above documents are to be produced compulsorily on the date of joining.
2. Originals and photocopies (copies only in A4 sizes) of all the above documents should be brought on the date of joining. Originals will be returned back immediately after verification by HR.
3. Reporting Time - 8.30 AM
Contact - HR

A. Ashiq Akram

(A. ASHIQ AKRAM)

Ref. : SGVPL: HR: OL: 2022 - 044
Dated : 29th December 2022

Mr. Ashwin S
No. 10A/4, Balavinayagar Street,
Pazhavanthangal, Alandur,
Kancheepuram Dist., Tamil Nadu,
India - 600 114.

Dear Mr.Ashwin,

Subject: **Offer Letter**

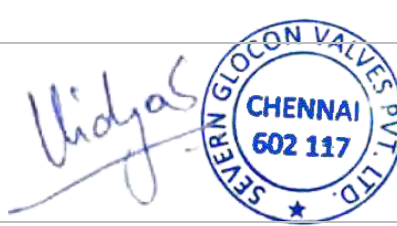
With reference to your application and subsequent discussions, we are pleased to offer you the position of "Graduate Engineer Trainee" at Severn Glocon Valves Pvt. Ltd. with a start date of "03rd July 2023" and your deployment location will be in Chennai location, contingent upon Background Verification and Medical Fitness of pre-employment medical check-up. We believe your skills and experience are a good match for our company.

Your employment with Severn Glocon Valves Pvt. Ltd. will be as Graduate Engineer Trainee for 1 year, In the first instance you will be on training period for a period of one year from the date of your joining, where after the training period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your training can be terminated in case your performance or conduct is not found satisfactory.

Detail compensation structure is attached in "Annexure-I" & benefits to compensation structure is attached in "Annexure-II" for your reference.

Please confirm your acceptance of this offer by signing and returning this letter on or before 31st Dec 2022.

We are pleased to have you join our team! If you have any questions, please feel free to reach out at any time.

For Severn Glocon Valves Pvt. Ltd.	I have read the above terms & conditions and the same are acceptable to me
	 Date: 11/Jan/2023
Vidya Senthilnathan Division HR Director	Signature of the Employee

Note: This is an offer letter released based on the interview performance. Where clearance needed for medical fitness and background verification based on the clearance, we will be offering the Appointment order with employment terms and conditions on your date of joining, if the BGV & PMC report found to be not suitable your offer gets void.

Annexure – I Compensation Structure

Employee Name Ashwin S
 Designation Graduate Engineer Trainee

Components	Particulars	Per Month	Per Annum
Basic + Dearness Allowance (DA)		12,000	1,44,000
House Rent Allowance	50% of Basic + DA	6,000	72,000
Special Allowances	32% of Basic + DA	3,840	46,080
Transport Conveyance	Eligible for employees who use their own transport	0	0
City Compensatory Allowance	Eligible only for regional office employees	0	0
Other Allowance		0	0
LTA	6% of Basic + DA	720	8,640
Gross Pay - (A)		22,560	2,70,720
Statutory Benefits			
ESIC	3.25% of Gross pay - Employer contribution	0	0
PF	12% of basic pay or Minimum Rs.1800 (Employer)	1,800	21,600
Gratuity	Refer Annexure II	1,880	22,560
Labour Welfare Fund	Contribution to welfare schemes for workers (Employer)	0	20
Total - (B)		3,680	44,180
Other - Benefits			
Transport	Applicable for those using company transport	4,000	48,000
Refreshments	Subject to change	883	10,600
Canteen	Subject to change (Breakfast & Lunch)	2,600	31,200
Uniform / Shoes	Four sets of uniform and one pair of safety shoes	541	6,500
Medical Insurance	Refer Annexure II	333	4,000
Accident Insurance	Refer Annexure II	53	637
Gratuity Life Coverage	Covers only employees and varies based on Age	100	1,200
Total - (C)		8,510	1,02,137
Cost To Company	(A+B+C)	34,750	4,17,037
Deductions on Gross pay			
PF	12% of basic pay or Minimum Rs.1800 (Employee)	1,800	21,600
ESIC	0.75% of Gross pay - Employee contribution	0	0
Labour Welfare Fund	Contribution to welfare schemes for workers (Employee)	0	10
Canteen	Rs 250 / Per Month	250	3,000
Professional Tax	Twice in a year - September and March	0	2,350
TDS	Monthly on Tax assessment & submission of bills	0	0
Total deductions - (D)		2,050	26,960
Net Pay - (A-D)		20,510	2,43,760

For Severn Glocon Valves Pvt. Ltd.	I Hereby agree & accept the above provided Compensation Structure
  Vidya Senthilnathan Division HR Director	 Signature of the Employee

Annexure - II

Notes : Compensation Structure

Bonus / Ex-gratia

The payment of bonus to the eligible employees shall be paid in accordance with the provisions of the Payment of Bonus Act-1965. Eligibility criteria for bonus =< Rs21000/- PM (Basic +DA). Bonus will be paid purely on business performance.

Severn Glocon Group Gratuity Policy

Employees who have completed the eligible service (Eligibility on exceeding 4 years and 240 days of continuous service), will be provided with one month Gross pay for every completed years of service, on leaving the Organization and will be paid through LIC Gratuity policy.

Group Medical Coverage

- ☞ The Group Medical Coverage is been provided to Employee, Spouse and two Children's
- ☞ If Employees wish to cover their father and Mother (or) father In-law and mother In-law they can avail the same at a subsidized cost by bearing 50% of their insurance premium. The total coverage will not exceed the current medical coverage. This benefit is provided as per company guidelines.
- ☞ As a special case management has provided Covid'19 Insurance to employees, spouse, two children's and parents (Covered in GMC) are eligible for each individual cover of Rs.100000 per individual and this purely discretion of management and it is not permanent in nature.

Group Personal Accident

Only Employees are covered under this policy, When Employee met with an accident they can avail benefit from this policy, subject to the conditions of the insurance.

General Practices

General Practice in respect of Uniform and PPE's, Canteen, Refreshments, Transport, Holiday and Permission, Festival celebration, Marriage gift benefits are provided. List of Holidays applicable as published & Leave Eligibility as per Company policy.

Funeral Expense

If a permanent employee dies while in service, the dependent of the employee will be provided Rs.30,000/- .In case of demises of a Employees family members (Spouse / Children -2),and Incase of unmarried employee Father and Mother will be considered for Rs.10,000/- to meet funeral expenses.

General

Loss Of Pay' will affect on Basic + DA, HRA, Special allowance, LTA, Bonus. For partial serviced months city compensatory allowance, Transport conveyance will be applicable on proportionate basis of working days.

PAN Number and TDS assessment is mandatory if Gross Salary exceeds Rs.2,50,000/- per annum.

Whole or part of special allowances shall be considered as amount paid towards Children Education Allowance, Children Hostel Expenditure Allowance, Uniform Maintenance Allowance, Medical Reimbursements, Transport Allowance / Transport Cost reimbursement that can be exempted under Income-tax Act, 1961 subject to eligibility and production of necessary proof.

National Pension Scheme

NPS can be availed for tax saving benefits, as details below

Contribution deposited by Employee directly	Contribution deposited by Employee through HR
This contribution to the extent of Rs. 50,000 is eligible for tax deduction u/s 80CCD (1B) of Income Tax Act, 1961	This contribution to the extent of 10% of Salary (Basic + Dearness Allowance) is eligible for tax deduction u/s 80CCD (2) of Income Tax Act, 1961
Employees who have opted for old taxation regime can only avail of this tax benefit.	The upper cap (combined with Employer's contribution towards EPF and Superannuation) of this investment is Rs.7.5 lakh.





Divya Zindani <divyazindani@ssn.edu.in>

Fwd: SSN Selected Students | HMIL | 2023 Batch

1 message

SSN CDC - Placement <cdc@ssn.edu.in>

Mon, Nov 7, 2022 at 9:01 AM

To: poojitha19020@chemical.ssn.edu.in, vishnupriyan19060@chemical.ssn.edu.in, Aadhithya K <aadhithya19001@mech.ssn.edu.in>, athulan19026@mech.ssn.edu.in, devchaurasia210@gmail.com, BRINDHA G <brindhag193001304@eee.ssn.edu.in>, muhammad19063@ece.ssn.edu.in

Cc: cdc2023 <cdc2023@ssn.edu.in>, Lakshminarasimhan N <lakshminarasimhann@ssn.edu.in>, Faculty Placemet coordinator2017 <fpc@ssn.edu.in>, fpc-pg <fpc-pg@ssn.edu.in>, Placement Office <placement@ssn.edu.in>

Dear Students,

Congratulations!!! You have been selected by Hyundai!!!

Go through the below trail mail for your reference.

Warm Regards,
Aparna Ganesh
Executive Placement
Sri Sivasubramaniya Nadar College of Engineering

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

Dear Team,

Good Day!

Thanks for the support throughout. Please find attached the students shortlisted for engagement at HMIL.

Regards,



Making Hyundai a Happy Place to work

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02-Nov-2022

Provisional Offer

To,

The Placement Coordinator,
SSN College of Engineering
SH 49A, Kalavakkam, Tamil Nadu 603110

Greetings from Hyundai Motor India!

We are glad to inform you that the following candidates from your Institution have been provisionally selected for engagement as **Post / Graduate Engineer /** in **HMIL**.

Sl. No.	Name	Degree / Specialization	Institute Name
1	Athulan R	Mechanical	SSN College of Engineering
2	Dev Chaurasia	Mechanical	SSN College of Engineering
3	K.Aadhithya	Mechanical	SSN College of Engineering
4	Poojitha	Chemical	SSN College of Engineering
5	R Vishnu Priyan	Chemical	SSN College of Engineering
6	Brindha G	Electrical	SSN College of Engineering
7	Muhammad Azim	Electrical	SSN College of Engineering

On behalf of **Hyundai Motor India Ltd**, we would like to extend our sincere thanks and appreciation for your cooperation & support.

We take this opportunity to welcome afore mentioned students to this wonderful journey that awaits them. As the roadmap is set for Strategy 2025, we invite the students to share in Hyundai's quest for transformation in the Smart mobility world, standing firmly equipped, responding to the rapidly changing business environment, with the aim to offer innovative and comprehensive mobility experiences for our customers.

Our coming together couldn't have been timed any better because, the brand Hyundai is emboldened itself to transform beyond Mobility where technology will be your constant companion and innovative solutions will enhance your lifestyle, without diluting core capability & prowess to manufacture automobiles that are aesthetic & flamboyant coupled with utility in design, rich in features, safety and trustworthy in its performance.

However, kindly note that the selection is further subjected to meeting the following conditions / eligible criteria by the student:

1. Successful completion of course without any history of backlogs in current course [First Attempt]
2. Completion of Course with required percentage as mentioned in our Eligibility Criteria
3. Candidate should be declared as medically fit and qualifying the set background check norms by Hyundai Motor India.

Yours Sincerely,

For **Hyundai Motor India Ltd.**,

(Navin Joseph Peter)
Assistant General Manager
Human Resource Management



**Shell India Markets Private Limited
Shell Business Operations - Chennai**

2nd Floor, Campus 4A
RMZ Mileria Business Park
143, DR M G R Road, Perungudi
Chennai - 600 096, India
Tel: +91 44 4345 0000
Fax: +91 44 4345 1516
Web: <http://www.shell.com>

26-Dec-22

Barath Ramajayam
Chennai

Subject: Contract of Employment

Dear Barath,

Congratulations! Further to your application for employment and the subsequent selection process, **Shell India Markets Private Limited, Shell Business Operations ("Company")** is pleased to confirm its offer of employment on the following terms and conditions.

1. Job Assignment

You are required to join on **03-Jul-23**. You will, from the date of your joining, be assigned the roles and responsibilities associated with the designation of **Associate Engineer - Reliability Static** and you will be based in **Chennai**. Pursuant to your acceptance of this Contract of Employment, you will be expected to faithfully and diligently serve the Company and use best endeavor to promote the business and interests of the Company.

2. Relocation

Although this Contract of Employment refers to the position detailed as above, you may be offered other positions within the Company and/or the affiliates, co-ventures, joint ventures, and associated companies of the Royal Dutch Shell. As Shell Companies operate throughout India and overseas, you may be required to perform work or be offered positions in locations other than your initial city of engagement, which is **Chennai**. You can be transferred to any location or branch of the Company at any point of time. A condition of accepting this Contract of Employment is that you are prepared to perform other duties or undertake positions in other locations, as required. Should a business requirement arise which necessitates relocation, we will discuss the implications of such a move with you, and we will assist you and your family to achieve a successful relocation.

3. Business Travel

During your career with the Company, you may be required to travel interstate and/or overseas in connection with the performance of your duties.

Regd. Office:

2nd Floor, Campus 4A
RMZ Mileria Business Park
143, Dr. MGR Road, Perungudi
Chennai - 600 096, India
Tel: +91 44 4345 0000, Fax: +91 44 4345 1516
Website: <http://www.shell.com/india>
CIN: U22300/14/2004/PLC003147

R. Barath



4. Remuneration

Your total remuneration package upon commencement in **Salary Group 7** will comprise the following:

4.1. Base Pay

- a) Your annual commencement base pay will be **INR 383130 per annum**, which will be paid on a monthly basis. Your pay will be reviewed on 1st February each year. Any change in the same will take into account an appraisal of your past performance year (January – December) as per extant Company policies.

4.2. Allowances

- a) In addition to your base pay you will receive the following non-pensionable allowances, which will be paid as appropriate:

House Rent Allowance	: INR 191565 per annum
Grade Allowance	: INR 65120 per annum

4.3. Hospitalisation

- a) You are eligible for the reimbursement of hospitalisation expenses for you, your spouse and your children as per the Company policy.

4.4. Retirement Benefits

Provident Fund : 12% of Base Pay (Equal contribution by Company & yourself) subject to applicable laws and in line with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952

* Gratuity: 15 days Base Pay for every completed year of service subject to such limits as the Company may decide from time to time and in line with the provisions of the Payment of Gratuity Act, 1972

* Gratuity is payable after 5 years of continuous service as an employee in this Shell Company or any other Shell Companies.

All remuneration elements stated above shall be provided as per applicable laws and Company policy, which may be reviewed from time to time.

5. Performance Bonus

Performance Bonus (including any bonus that maybe required to be paid to you as per applicable laws) subject to outcome of your and the company's performance, may be payable to you as per the Company's extant policies.

6. Income Tax

Income Tax will be deducted in accordance with applicable law. All fringe benefits/perks/expenses/privileges/facilities/amenities, etc, as stated above shall be provided as per applicable laws and Company policy, which may be reviewed from time to time.

A. Borat



7. Probation

You shall be on probation for a period of 6 months from the date of joining the Company as per Company policies. Any variation to your period of probation and/or your confirmation at the end of your period of probation shall be as per Company's extant policies.

8. Working Hours

You will observe the normal working hours that are followed by the Company where you are based. However, your working hours may be regulated to suit the responsibilities entrusted to you from time to time. Your salary package includes consideration for hours worked above normal office hours from time to time.

9. Earned Leave

You will be entitled to 25 working days as earned leave for each calendar year as per Company's extant policies.

10. Sick Leave

You are entitled to sick leave on full pay if you are unfit to resume duty as advised by your doctor. It is the Company's discretion to get an employee examined by a Company nominated doctor to determine the acceptable length of absence from duty on medical grounds.

Company operates this policy on trust and it is expected that you will respect this trust by availing sick leave on genuine medical grounds only.

11. Background Verification

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Company, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. A condition of this Contract of Employment is that you will give your consent, by signing the background verification declaration, to your background check.

12. Submission of Documents

Prior to your joining the Company, the Company may require you to submit certain information / documents. The list of such information / documents will be intimated to you. You will be expected to submit the requisite information / documents within the stipulated time period.

13. Additional Documents

During the course of your employment, you may be required to submit and/or execute additional documents, declarations and/or deeds as: (i) per the Company's policy as may apply to you/your nature of services; (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements; (iii) per the requirement of any professional, industry or other regulatory body; (iv) to meet any specific client/customer/user request; or (v) per the Company's exclusive discretion. You consent and undertake to, promptly upon simple demand by the Company, submit and/or execute any such additional documents, declarations and/or deeds.

B. Barath



14. Past Employment

You represent and warrant to the Company that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Contract of Employment, or is otherwise inconsistent with your obligations under this Contract of Employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Company.

15. Business Interest

You will be in the exclusive employment of the Company. During your employment with the Company, you will devote your whole time, attention and skill to your ability for its business.

During the course of your employment with the Company, you shall not carry out any business, either alone or in partnership, or be directly or indirectly associated with any other organization or person as an employee, principal, agent, adviser, consultant, director or otherwise engage in any business, trade or profession whatsoever, or give lectures in any institute or forum, without the prior express written permission of the Company.

After cessation of your employment with the Company, regardless of the reasons for such cessation, you shall not, except with the previous written consent of the Company, whether on your own account or for any other person, firm or company, solicit or endeavour to entice away the business or customer or employees of Company or any other Shell Group company.

16. Data Privacy

You consent to the Company monitoring and recording any use that you make of the Company's electronic communications system and information system and services for the purposes of ensuring that the Company's policies, standards, guidelines, procedures, codes of practice and/or conduct and other rules are being complied with and for business purposes.

You are reminded that all documents, information, communications and other files created, sent, stored or received on Company communication systems or other information systems or services including email, blackberry, mobile phone (or other messaging device) including use of the internet is Company property at all times. Information created, transmitted or stored using Shell Group facilities is considered business information, part of Shell Group's business record and accordingly, to the extent permitted under applicable laws, you should have no expectation of privacy when using Shell Group's information systems and services.

The Company expressly reserves the right to monitor, intercept, divert, log, record and use the traffic or exchange of information and its content for the purposes of ensuring that the Company's policies, standards, guidelines, codes of conduct and/or practice and other rules are complied with and for legitimate business purposes (for example to maintain security of its email, internet and intranet system, its assets and its personnel; to investigate breaches or alleged breaches of Company policies, standards, guidelines, procedures and rules including matters raised through "Tell Shell" to protect confidential information in the Company's possession; to ensure the email, internet and intranet system is used appropriately, and is not misused or for disciplinary reasons).

For the purposes of (Indian) Information Technology Act, 2000, the (Indian) Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and any other applicable law, you give your consent to the collection,

R Barath



holding, sharing and processing of your personal data (including, where necessary, sensitive personal data), whether by / between Shell Group or its nominated third party, for all purposes relating to the performance of this Contract of Employment, the performance of your duties, furthering the Company's business interests, the Company's legal, administrative and management purposes and for any other purpose permitted under applicable law.

17. Confidential Information

During the course of your employment you may become aware of information and material that is highly confidential to the Company.

All such information, materials, patents, intellectual property (eg inventions, trade or service marks, patents), etc. are the private and absolute property of the Company or its affiliates, and must be treated as such by you. A condition of your employment with the Company is that you read, sign and return the attached Confidentiality Agreement between yourself and the Company, and that you comply therewith. Any expiry / termination of this Contract of Employment with the Company will not relieve you of the obligations arising under the Confidentiality Agreement.

You shall not, either during your employment with the Company or any time thereafter, use to the detriment of Shell Group or disclose to any third party, any Confidential Information which has been acquired by you in the course of your employment with the Company.

18. Shell General Business Principles

The Shell General Business Principles (SGBP) reaffirms the business principles that govern how each Shell Company conducts its affairs. A condition of this Contract of Employment is that you read and understand the SGBP and act in compliance with them.

19. Health, Safety, Security and Environment

HSSE is a key consideration in all Shell Companies, with all employees expected to adopt safe working practices and to contribute to the achievement of HSSE objectives including Life Saving Rules at their work location.

The Company has adopted a 'no smoking' policy at all locations with a view to protecting the health of employees in the workplace.

At any time prior to your joining the Company and/or during the course of your employment, if requested by the Company, you consent to undergo medical examination(s) at the expense of the Company with a medical professional nominated by the Company.

20. Diversity and Inclusiveness

The Company is committed to creating and maintaining a work environment within which employees are able to make a full contribution to the achievement of its business objectives.

The Diversity and Inclusiveness framework is designed to ensure that all employees' contributions are valued, and that no constraints are placed upon effective performance. You will be expected to respect and value the contribution of colleagues, and you will be entitled to expect the opportunity to make a full contribution of your own and to have that contribution recognised and encouraged.

R. Barath



21. Compliance

By accepting and signing this contract of employment, you hereby confirm that you have read and are fully in know of Shell Group and Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work.

You further confirm that, going forward, you will comply with all lawful instructions and with Shell Group and Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work (including but not limited to the Shell Group Business Principles, all Shell Group Policies including the Shell Code of Conduct, Prevention of Sexual Harassment at Workplace Policy, D&I Policy, Shell Data Privacy Policy, Life Saving Rules, Completion of mandatory trainings pertaining to "Data Privacy", "Code of Conduct", "Anti-Bribery and Corruption" & others) as may be amended, replaced or issued from time to time and take steps to ensure so far as reasonably possible compliance by those for whom you are responsible.

If you suspect that there has been a breach or potential breach of the Shell Group Business Principles, any Company / Group policy, standard or guideline or any other misconduct, you are obliged to report this to the Company. You must report this promptly, without any undue delay, either to your line manager or through the Company's "Tell Shell" facility.

22. Shell Global Corporate Card

In the event you are issued a Shell Global Corporate Card ("GCC") depending on the business requirement and applicable Shell policies, you shall be solely responsible and liable to use GCC strictly in accordance with the terms and conditions as per Global Corporate Card policy - [Global Corporate Card Policy \(shell.com\)](http://GlobalCorporateCardPolicy(shell.com)) or other Shell policies, as may be applicable, which may be amended by Shell, in its sole discretion, from time to time.

23. Review of Performance

In line with Shell's strong performance culture, your performance will be reviewed annually against the targets and goals agreed with you in accordance with Company's extant policies.

24. Termination

24.1. This Contract of Employment may be terminated at any time upon any one of the following circumstances:

- a) by either you or the Company, by giving 1 months' notice in writing or 1 months' base pay in lieu thereof, subject to mutual agreement, during the course of the Probation period or its extension(s) as provided for in the Probation Policy;
- b) by either you or the Company, by giving 3 months' notice in writing or 3 months' base pay in lieu thereof, subject to mutual agreement;
- c) by a mutual agreement by and between you and the Company.

Payment specified in clause 23.1 will be governed by the prevailing Income Tax rules.

24.2. Notwithstanding anything contained in this Contract of Employment, in the following circumstances, the Company may, immediately and without notice or remuneration, terminate this Contract of Employment:

R. Borath



- a) if it has been alleged and prima facie established through preliminary internal enquiry, conducted as per extant Company policies, that:
- (i) you have acted in variance to any of Company's policies, standards and rules & regulations, that maybe in effect from time to time, including Shell General Business Principles, Code of Conduct, Life Saving Rules etc.;
 - (ii) you have disobeyed the Company's lawful instructions / requirements;
 - (iii) you habitually neglect your duties;
 - (iv) you have misrepresented or omitted from disclosing any relevant information in relation to your appointment / background verification process;
 - (v) you are guilty of any other misconduct, as defined by the Company; or
- b) if you are convicted or about to be convicted for fraud, dishonesty or misconduct, moral turpitude or commission of any other criminal offence (other than an offence under any road traffic violations or elsewhere for which a fine or non-custodial penalty is imposed);
- c) if you are at any time found, by a medical professional nominated by the Company, to be physically and/or mentally unfit to discharge your duties;
- d) if you repeatedly fail to accomplish the targets / goals assigned to you, per Company's policies or as otherwise set out by the Company for you from time to time; or
- e) if you otherwise commit a breach of this Contract of Employment.

24.3. During the termination notice period, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues.

25. Retirement

This Contract of Employment will terminate automatically upon you attaining the age of retirement i.e. 60 years as given in the Company Policy. The Company reserves the right to alter this policy from time to time and the policy in effect for the time being shall be applicable to you.

26. Revocation

Prior to your joining the Company on the date of joining as set out above, the Company reserves the right to revoke / withdraw this Contract of Employment in case you have repeatedly disobeyed the Company's lawful instructions / requirements or do not submit the information / documents requested by the Company or your conduct is deemed to be derailing by the Company at its discretion. For the purposes of this clause, the term derailing shall be construed in its widest sense and shall include any behaviour which may cause financial and/or reputational harm to the Company.

27. Return of Company Property

You will, promptly, whenever requested by the Company and in any event upon the expiry / termination of your employment in terms of this Contract of Employment, deliver up to the Company, all properties (moveable or immovable), lists of clients or customers, papers

R. Barath



relating to bank transactions, accounts, correspondence, production details, and all other documents, papers and records, which may have been prepared by you or have come into your possession, custody or control, in the course of your employment, and all electronic equipment, computer software or hardware and other property, including your company issued ID card, used in connection with the operations of the Company or the Shell Group, and you will not be entitled to, and cannot, retain any copies. Title and copyright in such correspondence and other documents, papers, records and property is vested in the Company.

28. Notices

Any notice, required or permitted to be given under this Agreement shall be sufficient, if the same is in writing, sent by registered post or by email, as the case may be; if to the Company, to the HR department, or; to you, at your last address, recorded with the Company.

29. Severability

If any provision contained in this Contract of Employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this Contract of Employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Contract of Employment unenforceable or invalid.

30. Privity of Contract

The terms of this Contract of Employment may only be enforced by a party to this Contract of Employment.

31. Entire Agreement

This Contract of Employment, including its attachments, contains the entire agreement between us concerning the subject matter hereof and incorporates and supersedes any and all prior discussions or agreements, written or oral, we may have had with respect to such subject matter.

32. Modifications

This Contract of Employment may not be modified except in writing and signed by an authorized representative of the Company.

33. Governing Law

This Contract of Employment shall be exclusively governed by and interpreted in accordance with applicable laws of India.

The parties hereto submit to the exclusive jurisdiction of the Courts of Law at Chennai for any matter arising out of / in connection with this Contract of Employment.

R. Borath



34. Next Steps

Please note that this Contract of Employment would automatically stand expired in the event of you failing to join services of the Company on or before the date of joining set out in clause 1.

We request you to please sign and return the second original of this letter and the Confidentiality Agreement in the form attached to this letter.

Yours Sincerely

For **Shell India Markets Private Limited**

Fabian Joseph
Anthony
Figredo

Digitally signed by Fabian
Joseph Anthony Figredo
Date: 2023.06.15 15:39:24
+05'30'

Digitally Signed by: FABIAN JOSEPH ANTHONY FIGREDO

Title: Resourcing Lead

Digital Signature Certificate issued by: Capricorn CA 2014

Serial Number of DSC: 03 10 5F D7

O - Personal; Expired Date: 17-09-2023

I, **Barath Ramajayam** having read the foregoing Contract of Employment, the Statement of Shell Group General Business Principles, and the Confidentiality Agreement, accept employment with **Shell India Markets Private Limited** in the terms set out therein and I agree to be bound by these terms in all respects.

SIGNATURE

R. Barath

DATE

16/06/2023

PLACE

CHENNAI



CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (the **Agreement**) is made by and between

- 1) **Shell India Markets Private Limited, Shell Business Operations**, a company incorporated under the Companies Act, 1956, having its registered office at Shell Business Service 2nd Floor, 4A, RM2 Millenia Business Park, 143, DR.MGR Road, Perungudi, Chennai - 600096
- 2) **Ragath Ramajayam**, an Indian citizen, aged 21 years, currently residing at 11/13; Veeha Nagar
Chinnmaya Nagar Stage-II, Chennai - 600092
and having her/his permanent address at 11/13; Veeha Nagar,
Chinnmaya Nagar Stage-II, Chennai - 600092

During the course of your employment, it is probable that you will generate or become aware of information of a confidential nature. You are reminded that you must treat all such information accordingly.

You may also make, or participate in the making of, inventions. Moreover, you may create original designs or works.

In return for the access to be given by Shell to you to proprietary Shell information and materials, you agree to be bound by the following terms:

1. Definitions

In this Agreement, the following terms shall have the following meanings:

"Background Rights" means Intellectual Property Rights of you or third parties in ideas, concepts, information, software or other materials which are created independently of your employment, from which inventions are derived, or which are otherwise required for the effective exploitation of inventions, or which you otherwise use or incorporate in any work or materials you produce in the course of your employment.

"Confidential Information" means inventions and any other information or data of whatever nature (technical, scientific, commercial or otherwise) which is disclosed to you by or on behalf of Shell, or which you otherwise become aware of during the course of your employment, or which is generated by you in the course of your employment, and shall include but shall not be limited to trade secrets, or any information which is in the nature of a trade secret, information supplied to Shell under an obligation of confidence, and information about the business of Shell.

"Intellectual Property Rights" means patents, copyright, designs, trade or service marks, semiconductor topography rights, database rights or other similar rights in any country, in each case whether or not registered, and any applications for registration of any of the foregoing, and all rights to apply to register any of the foregoing.

"Inventions" means any and all inventions, solutions, specifications, recommendations, software, user manuals, documentation, reports, designs, drawings, photographs, maps, data or other information, artistic, literary or musical works, films, sound recordings, documents or materials of any nature and in any medium which are made, created or generated by you in the course of your employment, whether or not made during normal office hours and whether or not made using Shell facilities or equipment.

R. Ragath



2. Confidential Information

- 2.1 You shall not, without the prior written consent of Shell use Confidential Information for any purpose other than your employment, or disclose Confidential Information to any third party.
- 2.2 The obligations set out in Clause 2.1 shall cease to apply to information after such time as it is or becomes public knowledge through no fault of your own or it or becomes lawfully known to you from another legitimate source without restrictions on use or disclosure. It shall be for you to establish the application of any such exception with adequate proof. A piece of information shall not be deemed within the public domain merely because it can be broken down into constituent parts each of which can be shown separately to be in the public domain.
- 2.3 Notwithstanding the foregoing, you may disclose Confidential Information as may strictly be required by law or ordered by a Court of competent jurisdiction, provided that you shall if legally possible immediately notify Shell of the requirement to disclose and allow Shell the opportunity to seek a protective order or other remedies.
- 2.4 You shall not at any time remove any Confidential Information in hard copy or electronic form from the possession of Shell except so far as may strictly be necessary for the performance of your employment. On the termination of your employment, or earlier if requested by Shell, you shall immediately return to Shell (or at Shell's option destroy) all Confidential Information in hard copy or electronic form in your possession or control and shall not retain copies of such material, communication or documents.
- 2.5 Nothing in this Agreement shall prevent you from using information you carry in your head which may fairly be regarded as representing an addition to your general personal expertise, provided that you shall have no licence under any Intellectual Property Rights of Shell save as necessary for the performance of your employment.
- 2.6 It is Shell's policy to encourage each employee to take all reasonable opportunities to address or read papers to meetings of learned societies and to cause original papers to be published in the proceedings of such societies or organisations, or in trade and technical journals, provided always that on each occasion on which such an address is to be delivered or paper read or published, the content or text is first approved by Shell in its absolute discretion if such content or text contains or may contain Confidential Information.

3. Inventions

- 3.1 If at any time during the performance of your employment you make, or contribute to the making of, any invention, you shall forthwith supply Shell with full particulars of such invention. You shall not disclose or give details of any invention to any person whatsoever except Shell or its representatives.
- 3.2 Shell shall own and have the exclusive right to exploit inventions, and you hereby assign to Shell by way of future assignment and with full title guarantee all Intellectual Property Rights in inventions. Shell shall have the exclusive right to file, at its expense, applications for patents or other Intellectual Property Rights for inventions in or for whatever country or countries as Shell may deem fit and to exploit any patent or other right issuing from any such application as it deems fit.
- 3.3 Without prejudice to the assignment in Clause 3.2, you shall if necessary and at the expense of Shell, provide Shell or Shell's nominee with all such documents and

R. Barath



information and render such assistance and execute all such instruments and otherwise do all such acts as Shell may reasonably require to transfer Intellectual Property Rights in Inventions to Shell or its nominee and to enable Shell to secure protection for those rights.

4. Background Information and Rights

- 4.1 You shall not use or incorporate in any work or materials you produce in the course of your employment, or disclose to Shell or its representatives, any information or other items in respect of which you are under obligations of restricted use or disclosure to a third party, save where you have obtained (at no cost to Shell) prior to such use, a licence for Shell on the terms set out in Clause 4.2 in respect of such information or items.
- 4.2 To the extent that you are entitled to grant such a licence, you hereby grant to Shell a non-exclusive, royalty-free, irrevocable and worldwide licence for Shell with sub-licensing rights under Background Rights as necessary to use, copy, modify and distribute freely any Inventions or materials delivered by you to Shell in the performance of your employment.

5. Survival

You covenant and agree that all your obligations under this agreement shall survive any cessation of your employment with Shell.

6. Governing Law and Jurisdiction

This Agreement shall be governed by and interpreted in accordance with applicable laws of India. The parties hereto submit to the exclusive jurisdiction of the Courts of Law at Chennai, India for any matter arising out of / in connection with this Agreement.

For Shell India Markets Private Limited

Fabian Joseph
Anthony
Figredo

Digitally signed by
Fabian Joseph Anthony
Figredo
Date: 2023.06.15
15:40:07 +05'30'

Digitally Signed by: FABIAN JOSEPH ANTHONY FIGREDO

Title: Resourcing Lead

Digital Signature Certificate issued by: Capricorn CA 2014

Serial Number of DSC: 03 10 5F D7

O - Personal; Expired Date: 17-09-2023

Date: 26-Dec-22

R Barath

Signed by
Barath Ramajayam

Date
16/06/2023

**DECLARATION, AUTHORIZATION AND RELEASE FOR
BACKGROUND INFORMATION - APPLICANTS FOR EMPLOYMENT WITH SHELL**

I declare that, to the best of my knowledge, any information that I have provided in connection with my application for employment is true, correct and complete and that any falsification or misrepresentation of information that I have provided (or any omission of relevant information) may result in the removal of my application from consideration or, if it is discovered once I am employed, the summary termination of my employment.

In order to research, verify and provide a report to Shell to confirm the accuracy of information that I have provided in connection with my application for employment, Shell will engage an outside agency, Secure Credentials Pvt Ltd (or its designee).

The information Secure Credentials Pvt Ltd may verify and research may include:

- Personal & Professional Background (References) and/or
- Academic, Professional Qualifications & Membership of any Professional bodies

I understand that the background searches will be conducted and information I provide will be researched and verified using any source deemed appropriate, and according to local country legal requirements.

I authorize, without reservation, any individual, corporation or private or other public entity to provide Shell, Secure Credentials Pvt Ltd and their representatives all relevant information about me both of the type and for the purpose described above. This information will be retained by Secure Credentials Pvt Ltd only for so long as permitted by local legislation.

I authorize, without reservation, Shell or any of its subsidiaries, affiliates, member of Shell's Group to use, disclose, Transfer and/or process any information I have provided to Secure Credentials Pvt Ltd or its designee.

I authorize Secure Credentials Pvt Ltd to provide this information to Shell. Shell will not hold or store this information at any time but will allow authorized Shell staff within the Recruitment and HR teams viewing access to it only. I unconditionally release and hold harmless Shell, Secure Credentials Pvt Ltd, any individual, corporation or private or public entity from any and all causes of action that I have or may have in relation to the collection or provision of information pursuant to this authorization. I also understand that all data will be securely maintained by Secure Credentials Pvt Ltd according to local legislation.

I agree to assist Secure Credentials Pvt Ltd and Shell and their representatives in verifying and collecting information and to provide any additional information reasonably requested for the purpose of my employment with Shell.

Unless I submit my revocation to Shell, this Declaration, Authorization and Release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

I declare that, to the best of my knowledge, any information that I have provided in connection with my application for employment is true, correct and complete and that any falsification or misrepresentation of information that I have provided (or any omission of relevant information) may result in the removal of my application from consideration or, if it is discovered once I am employed, the summary termination of my employment.

Applicant's Full Name:  BARATH RAMAJAYAM

Applicant's Signature: R. Barath

Date: 16.06.2023

INTERNSHIP LETTER

Bhavish Athreya K
S2, "KRISHNA PADMAM" New 33/OLD 16, 1st cross Street, Trustpuram, Kodambakkam
Chennai – 600024
TN
IN

Dear Bhavish,

On behalf of **Amazon Transportation Services Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi - 110019, Delhi India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Navi Mumbai**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your internship with Amazon India will commence on **23-Jan-2023** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

2. Duties

- 2.1 You will be engaged in the position of **Operations Manager Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon

India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Navi Mumbai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

- 5.1 Your internship stipend will be Rs. **70,000** per month made payable in arrears and subject to all lawful deductions of tax.

- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

7. Confidential Information and Confidentiality Obligations

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
 - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
 - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
 - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated,

tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective

order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

8. Intellectual Property Rights

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
 - (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
 - (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

- (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

9. Data Protection

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected



management throughout the Amazon group worldwide will be authorised to access this database.

10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

12. Termination of Internship

- 12.1 Your internship will automatically end on **16-Jun-2023**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

13. Background Investigation

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being

true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

14. Foreign Nationals

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

15. Representations and Warranties

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;
- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

16. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

17. Waiver

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

18. Severability

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

19. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

20. Governing Law and Jurisdiction

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

21. Agreement/Modifications

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

22. Headings

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

23. Survival

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Transportation Services Private Limited

AUTHORIZATION

By

Signed by: ZUBAIR CHISHTI
Date: 2022.12.07 14:56:06 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.



INTERNSHIP LETTER

Booshan S
7/277, 176th Street, Muthamizh Nagar, Kodungaiyur
Chennai – 600118
TN
IN

Dear Booshan,

On behalf of **Amazon Seller Services Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 8th Floor, Dr. Rajkumar Road, Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Hyderabad**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your internship with Amazon India will commence on **23-Jan-2023** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

2. Duties

- 2.1 You will be engaged in the position of **Facilities Manager Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.
- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

- 5.1 Your internship stipend will be Rs.70,000 per month made payable in arrears and subject to all lawful deductions of tax.
- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

7. Confidential Information and Confidentiality Obligations

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
 - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
 - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
 - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating

effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;

- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically

authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (ii) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

8. Intellectual Property Rights

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
 - (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

- (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;
 - (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
 - (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
 - (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated

research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

8.6 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

9. Data Protection

9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.

9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

12. Termination of Internship

12.1 Your internship will automatically end on **16-Jun-2023**, unless terminated earlier as per the provisions of this Section.

12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.

- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

13. Background Investigation

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

14. Foreign Nationals

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

15. Representations and Warranties

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;
- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

16. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

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Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

18. Severability

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

19. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

20. Governing Law and Jurisdiction

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

21. Agreement/Modifications

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

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The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Seller Services Private Limited

AUTHORIZATION

By

Signed by: ZUBAIR CHISHTI
Date: 2022.12.07 14:56:48 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.



Mr. Chandresh V
18, Selthurayar Street
Little Kanchipuram 631501

Dear Chandresh

Sub: Our offer for the position of Graduate Engineer Trainee

Congratulations!

Reference your application and the interview you had with us; we are pleased to offer you a position of Graduate Engineer Trainee for a period of 1 (One) year in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on 01 August 2023.

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be INR 6,10,000 per annum as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. If you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at Chennai. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed Annexure - I, II & III at the time of joining. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

You are requested to return the duplicate copy of this letter duly signed in token of your acceptance in response to the email.

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,
for TECHNIP ENERGIES INDIA LIMITED

VENKATESH RAMASAMY
HR SERVICE DELIVERY HUB LEAD - INDIA BU

I accept and expressly agree
to abide by the terms mentioned here

Annexure

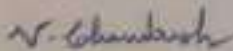
Salary Break Up		
GET 2023		
Particulars	Amount (in INR) Per Annum	Frequency
Stipend	₹ 244,000.00	PA
HRA	₹ 146,400.00	PA
Special Allowance	₹ 153,100.00	PA
City Compensatory Allowance	₹ 35,000.00	PA
Employer PF Contribution	₹ 30,500.00	PA
Total	₹ 610,000.00	PA

In addition to above, some of the main features of the benefits available to the employees, as per policies/ practices of the Co. and as per rules are: -

1. Subsidized Lunch Facility
2. Group Term Insurance & Personal Accident Insurance
3. Mediclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.



Signature of the Trainee