



DirectCore/RH7587886/237294/Pune/July/V0

**PRIVATE AND CONFIDENTIAL**

**June 25, 2021**

**Shreya Vidyasagar Janaj**  
**Adinath Chowk, Bellad Bagewadi, Hukkeri (Tq)**  
**Belgaum 591305**  
**Karnataka, India.**

**Dear Shreya Vidyasagar Janaj,**

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis DirectCore Division.

Based on our discussions, we are pleased to offer you the position of Splz Trainee Infra Engg, in **Band 5, Level 2** with our organization. The gross compensation will be INR 2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Pune office on July 05, 2021. The reporting time is **10:00 am**. Please keep your recruiter informed, in case of an advancement in the joining date.

Please endorse your acceptance on or before July 05, 2021.

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

**Mphasis Limited**

**Registered Office:**

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

### ANNEXURE - 1

<b>Name</b>	<b>Shreya Vidyasagar Janaj</b>
<b>Band</b>	<b>Band 5</b>
<b>Level</b>	<b>Level 2</b>
<b>Designation</b>	<b>Splz Trainee Infra Engg</b>

<b>SALARY COMPONENT</b>	<b>MONTHLY GROSS</b>	<b>ANNUAL GROSS</b>
Basic	8,333	1,00,000
House Rent Allowance	4,467	53,600
Leave Travel Allowance	NA	NA
Special Allowance	2,083	25,000
Ex-Gratia Bonus <sup>1</sup>	3,200	38,400
<b>TOTAL FIXED CASH</b>	<b>18,083</b>	<b>2,17,000</b>
Variable Pay <sup>2</sup>	1,042	12,500
<b>TARGET CASH COMPENSATION</b>	<b>19,125</b>	<b>2,29,500</b>
Employer Provident Fund	1,250	15,000
Medical Insurance Premium	458	5,500
<b>TARGET COST TO COMPANY</b>	<b>20,833</b>	<b>2,50,000</b>

Note:

1. As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
2. Variable Pay (if applicable) will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

**Mphasis Limited**

Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

#### **Additional Benefits.**

- Additionally, you shall be eligible for gratuity as per the gratuity act, subject to 5 years of continuous employment with the organization.
- You are covered under Group Mediclaim Insurance for a sum insured of INR 300,000 per annum. This mandatory coverage also includes your spouse and 2 children. As per the policy, you have an option to enroll your dependents (parents/parents-in-law) by paying additional premium.
- You are covered under Group Personal Accident Insurance for INR 500,000 per annum.
- You are covered under the Standard Group Term Life insurance for a sum insured equal to 80% of your Fixed CTC or INR 400,000, whichever is higher. This benefit is extended only to the employee.
- Meal Card: You will be eligible to enroll for a meal allowance of INR 2,200 per month. This is a voluntary option and will be adjusted with your special allowance.
- As per the Maternity Benefit (Amendment) Act, 2017, women employees are eligible for Maternity Leave of 26 weeks. Adoption Leave and Paternity Leave are also applicable as the case may be. Please refer to the **Company Policy** for more details.
- NA
- 

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)

[www.mphasis.com](http://www.mphasis.com)

**Mphasis Limited**

Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

## ANNEXURE - 2

### TERMS OF EMPLOYMENT

Your employment at Mphasis ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified of in advance.
- 1.3. At times you may be required to work beyond eight working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

#### 2) Place of Employment

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time

#### 3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

#### 4) Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

#### Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)

[www.mphasis.com](http://www.mphasis.com)

#### Mphasis Limited

#### Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

## **5) Relocation:**

5.1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

## **6) Leave Entitlement Policy**

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

## **7) Termination**

7.1. Your employment with the Company is subject to termination on:

7.1.1. Three month's prior notice by either side

7.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the mandatory Three months notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

7.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

7.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

7.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

7.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.

## **8) Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or

### Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)

[www.mphasis.com](http://www.mphasis.com)

### Mphasis Limited

#### Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## 9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

9.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

9.2. For the purposes of Clause 9.1., "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

### Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)

[www.mphasis.com](http://www.mphasis.com)

### Mphasis Limited

#### Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

## **10) Intellectual Property**

10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

10.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment Mphasis its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## **11) Data Privacy Compliance Policy**

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

11.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2. In particular, you explicitly consent to:

- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some



circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12) Non-Compete**

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

## **13) Non Solicitation of Employees and Clients**

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

## **14) Warranty**

14.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

14.3. You warrant that you will comply with all Mphasis applicable policies and standards



and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

#### **15) Indemnification**

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

#### **16) Retirement**

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

#### **17) General**

17.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

17.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

17.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

17.4. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement

#### **18) Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative.



### Acknowledgement and Acceptance of Appointment with Mphasis

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on July 05, 2021.

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

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

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

Place: \_\_\_\_\_

### ANNEXURE – 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

Sl. No	Details	Description
1.	Photograph	Soft copy of white background passport size photograph
2.	Education Documents	Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)
3.	Identity Proof	Passport/ PAN Card/ Election ID/ Driving Licence
4	Employment Details	<b>Current Employment:</b> last 3 months salary slip along with a copy of the offer letter <b>Previous Employment:</b> Relieving letter/ experience letter (which captures start date, end date & position details)
5	LOA	Signed Scanned copy of - Letter of Authorization (LOA)

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.

## CALL LETTER

Dated: .....

Dear **SHREYA.V. JANAJ**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Manual Testing, Java, SQL, & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.



USN NO .....