

Date: 31/08/2018

Dear Sudarshan Tanhaji Deshmukh,

Sub: Offer letter

A very Warm WELCOME to KPIT Family!

We are excited to have you as a part of **KPIT Technologies Ltd.** ("Company") and we believe that you can use your skills and talent in making our company reach new heights.

Welcome onboard new buddy!

Our goal At KPIT:

To achieve a leadership position in our business by becoming the 1st choice of our customers.

People are what make this industry tick. Then be it senior managers, key decision makers, or fresh out-of-college graduates. In fact many of our present top performers started out in KPIT as trainees, who have over the years grown into leaders and tech experts!

We truly believe that you would prove to be an asset to KPIT Family.

With reference to the discussions that we had with you, we are pleased to offer you a position of **Trainee** in **KPIT Technologies Ltd.** ("Company").

Your compensation package will be as below -

S.No.	Amount	Details
1)	INR. 3,25,000 PA	Upon Successful Completion of KPIT Elective (If Applicable).

Please note that, all statutory deductions as may be applicable, will be effective from the date of joining. You are required to produce the supporting documents of investment proofs in order to get the Income Tax benefit. After joining you may undergo formal training and on-the-job assignments, and successful completion of this training, if applicable is mandatory to continue your employment.



Culture at KPIT!

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills

- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

Corporate Social Responsibility (CSR):

Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.

Few of our CSR Initiatives:

- Chhote Scientists
- Zero Garbage Drive
- Farm Ponds
- One Tree One Child Program
- School Kit Drive

The Dhoom Club:

Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously!

Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.**

Get ready to showcase your talent even at Work!



Documents to be produced at the time of joining:

Original & 2 sets of self-attested photo copies to be brought on the date of joining

1. PAN card
2. Copy of DOB (e.g. Driving license/PAN Card/Passport Copy/School Leaving Certificate/Birth Certificate etc.)
3. Permanent Address Proof
4. Bachelor's Degree along with Certificate and Mark sheets - 2 Copies
5. Master's Degree along with Certificate and Mark sheets - 2 Copies
6. Diploma along with Certificate and Mark sheets
7. Secondary and Higher Secondary certificates
8. Previous employer's relieving letter/experience certificate (If applicable)
9. Previous employer's appointment letter (If applicable)
10. Two Photographs (as per US visa specifications 50 x 50 mm, 80% face, white background)
11. Name Change Documents (If applicable)
12. Passport (is not currently a mandatory document as long as we have a photo id)

We welcome you to KPIT Technologies Ltd. and wish you a successful career with us.



Terms and Conditions

Your appointment as a **Trainee** will be subject to the standard terms and conditions as below, as indicated in **Annexure A** and the Policies & Processes of the Company as prevailing from time to time.

1. You will also be required to sign an Employee/Trainee agreement of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breach of the terms of the agreement, you will be liable and responsible to forthwith pay on demand to the Company a sum of INR 2 Lakhs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the Employee/Trainee agreement at the time of joining.
2. The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.
3. You will be required to attend duties as and when required in any shift in existence or which may be started subsequently as per the requirement of the Organisation. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly understood that we reserve to ourselves the absolute right to allot you any type of duties whatsoever consistent with the work requirement and the nature of your employment. On joining you would undergo a rigorous training program (formal training and on-the-job assignments) with us for a maximum period of one year from the date of joining. During this period you will be assessed at regular intervals. In case your performance during training period is not satisfactory, the company has the right to terminate your services with immediate effect without any notice or without any salary in lieu of.
4. Transferability/ Mobility: For fulfilling the Company's business needs from time to time, you may be transferred; assigned and/or deputed, at the discretion of the Company, to any other locations in India or abroad other than your location at the time of your appointment. You will be covered by the Policies, processes and the terms and conditions applicable at the place where you shall be posted / transferred / deputed.
5. The Company can initiate movement of your employment to any other organization for any reason including but not only limited to mergers, movement to joint ventures/ group companies/ sister concerns, divestment, in case of mutual agreement between the Company & customer for you moving to customer's roll etc.
6. Throughout your employment with the Company, you should be medically fit and free from any disease. It will be open for the Company to require you to undergo such medical test as may be determined and in the event, the Company finds it unsuitable for you to be continued on medical grounds, the decision of the Company in that case shall be final and your service will be liable to be terminated.
7. The letter of offer is being issued to you on clear understanding that there is nothing on your past record which would have prevented the management from offering you employment. If however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the Management is false or if you have wilfully suppressed any material information, in such a case you will be liable to be terminated from the services of the company forthwith without any notice or without any salary in lieu of notice.
8. Please bring the documents as listed above (original and 1 set of photocopies) on your date of joining: The joining date and location will be communicated to you in due course and you shall join after the date of joining is duly communicated to you.
9. Conditional Offer:
 - The offer is valid subject to:
 1. Passing of KPIT PACE Assessment (if applicable)
 - Your joining in the organization is subject to:
 1. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
 2. Submission of all the relevant academic certificates / mark sheets

In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the employment will end with immediate effect.

10. Extension in date of joining: Extension in date of joining would be granted on the basis on medical & emergency cases. Any request for extension in joining, should be consulted with the recruiter at least 3 days prior to the date of joining & need to be supported with medical documents. Providing extension is solely at the company decision.

I accept the terms and conditions offered.

Name: Raghesh Nair

Name (Candidate): Sudarshan Tanhaji Deshmukh

Signature:



Signature: _____

Date: 31/08/2018

Date: ____/____/20____

Place: _____

Education & Competency Development

ECoDe

IT - 3 Building, 3rd Floor
Neopro Technologies Pvt. Ltd.
Blue Ridge SEZ Survey No. 154/6, Plot No. 2
Nr. Rajiv Gandhi Infotech Park, Phase I,
Hinjewadi, Pune - 411057

Please sign and return a copy of this letter, duly affixing your 'full signature' on the signature block above and 'initials' on the remaining pages along with the Annexure.

ANNEXURE A

1. You are required to maintain confidentiality about the Company's business affairs, techniques, processes, and management, which may come to your knowledge during your employment. The Company shall have Intellectual Property Rights over all products, techniques, processes, patents etc. that you may create or develop in the course of your training period with the Company.
2. You shall be accountable for all Company property and equipment entrusted to you and shall be required to surrender all such property including documents and manuals immediately after completing your training period.
3. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your interview.
4. Validity: The validity of the offer is subject to you fulfilling all the conditions applied in the recruitment process. This includes successful completion and passing of the PACE Assessment as well as the course in the first attempt (in case result awaited/If Applicable) while/post joining the Company.
5. Leave: You will be entitled to paid leave as per company policy
6. During your engagement with the Company, you shall not engage in any other service, profession or business
7. You will be governed by the Terms & Conditions, Policies & processes of the company as may be applicable from time to time.
8. Retirement: You will retire from services on reaching your 60th birthday as per the proof of age submitted by you on time of joining.
9. Letter of appointment: You will issued a letter of Appointment at the time of your joining after completing joining formalities.
10. Annual & Monthly Compensation Plan

Components	Amount (in INR)
Basic Salary	96,000
House Rent Allowance	48,000
Conveyance	19,200
Monthly Bonus	19,200
Employer's contribution to Provident Fund	11,520
India Allowance	36,500
Flexi Basket*	0
Additional Allowance	94,580
Fixed Compensation**	325,000
Total Target Compensation	325,000
Other Benefits*	9,318
Cost to Company	334,318

Note: All the amount mentioned above are per annum.

* The details for Flexi Basket and Other Benefits Component have been mentioned in Annexure B.

** Fixed compensation is payable subject to adherence of all applicable policies of the organization.

ANNEXURE B

Components	Amount (in INR)
Hostel Allowance	0
Meal Allowance	0
Professional Development Reimbursement	0
Medical Allowance	0
Children's Education Allowance	0
Employer's contribution to NPS	0
Leave Travel Assistance	0
Flexi Basket*	0
Notional Provision for Statutory Gratuity**	4,618
Employer's contribution to Insurance Premium***	4,700
Employer's contribution to ESIC	0
Special Benefits	0
Other Benefits	9,318

*You have an option of restructuring your Flexi Basket components from 1st to 15th of the succeeding month of your joining, based on your tax planning (the amounts changed will be adjusted in the Additional Allowance). The amounts under flexi allowance are taxable in case of no supporting receipts or expense bills, except for Meal Allowance.

1 Submission of actual bills against your flexi declaration for tax exemption purpose would be done at the end of financial year for which you will receive a communication from HR.

All allowances except for Leave Travel Assistance will be paid on monthly basis while Leave Travel Assistance will be paid on claim basis. Leave Travel Allowance (LTA) can be claimed only after three months of joining the company.

Employer's contribution to NPS will be deducted from your salary on monthly basis and will be paid directly into your PRAN account.

** As per Payment of Gratuity Act.

*** The amount mentioned is an indicative average cost incurred by Company towards Group Medclaim, Group Personal Accident and Group Term Life Insurance premium.

Please do not hesitate to contact us for any queries on (email: Campus@kpit.com)