

November 1, 2019

Nov-298/2019

To,
Divya Gupta

Dear Divya,

We are pleased to inform you that **COFORGE LIMITED** has found you suitable for enrolling you as an **"Business Operation Specialist"** on the following terms and conditions: -

- 1) The Training will be for the period of three months and you will be initially posted at Noida.
- 2) Your Joining will be from **21st January 2020**.
- 3) During the period of training shall pay to you **Rs. 20,000 per month (Rupees Twenty Thousand Only) + Shift Allowance (if Applicable)** as compensation, subject to deduction of tax at source and such other deductions as may be applicable.
- 4) During the training period you will not be entitled for any leave. Any leave availed during this period will be dealt with strictly and your stipend amount will be adjusted accordingly.
- 5) During the period of training you will be required to carry out the instructions given to you by the person designated by COFORGE LIMITED from time to time. You will also be required to carry out the said instructions faithfully and conscientiously.
- 6) During the period of training you shall visit the office according to the working hours of COFORGE LIMITED and will not remain absent or leave the office during working hours without prior permission of the person who is designated by COFORGE LIMITED.
- 7) Your enrolment as a **"Business Operation Specialist"** is as training and post that you will be confirmed as regular employee of COFORGE LIMITED.
- 8) During the period of training you will strictly adhere to the Rules & Procedures as framed by COFORGE LIMITED. You shall not divulge to any other person or firm or company, any secrets or confidential information that you may acquire regarding the affairs and working of COFORGE LIMITED, by virtue of your temporary association with COFORGE LIMITED. In case of breach of this clause, you shall be liable to pay damages to the COFORGE LIMITED, which the company may suffer on account of such breach committed by you. COFORGE LIMITED's decision in this respect will be final and binding.
- 9) The training offered to you does not in any way constitute, Employer - Employee relationship between yourselves and COFORGE LIMITED.
- 10) During the period of training you will not produce or submit any document to any outsider to show about your arrangement with COFORGE LIMITED for obtaining any loan, or making application for credit card etc.

Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly

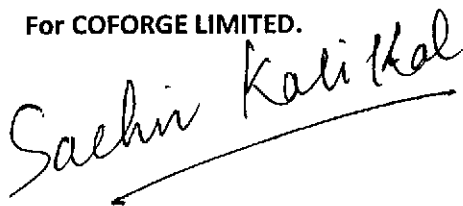
- 11) COFORGE LIMITED will not be responsible for your debts, liabilities or any other obligations.
- 12) In case you commit any breach during the training period or you are found not satisfactory or not attending to the training regularly or found guilty of any misconduct or a nuisance to any of the employees of the COFORGE LIMITED or found guilty of any misbehavior COFORGE LIMITED will be entitled to discontinue your training and remove you with immediate effect.
- 13) In case you commit any breach of training/discontinuation/termination/refusal of acceptance of employment after successful completion of the training term, Rs.75,000/- (Seventy Five Thousand Only) will be recovered towards training/loss of opportunity and all other expenses incurred on hiring you as a trainee resource.
- 14) On successful completion of your training period, i.e. after you come on rolls of COFORGE LIMITED LIMITED, you have to sign a service agreement with the company for a period of 24 months.
- 15) In case you do not want to continue as a "Business Operation Specialist" with the COFORGE LIMITED, you will be required to give **thirty working days' notice**. However, it will be at the discretion of the Company to permit you to take further training during this notice period or relieve you with immediate effect. The stipend payable to you will be duly for the days that you will visit the office for training.
- 16) COFORGE LIMITED is not under any obligation to offer employment to you at any point of time in future.
- 17) You undertake to furnish to the satisfaction of COFORGE LIMITED, two references of persons known to you for at least previous 5 years from the date such references are obtained by you.

In case, if you are willing to fulfill the above mentioned terms and conditions of the COFORGE LIMITED you may sign the duplicate of this letter as a token of your acceptance to be enrolled as a 'Trainee' in COFORGE LIMITED.

You may return the said duplicate of this letter.

Yours Sincerely,

For COFORGE LIMITED.



Sachin Kalickal
Talent Acquisition Team

Understood & Accept _____

(Divya Gupta)


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Director Corporate Relations
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