



26th February, 2019
Kiran Sunil More,
Ahilyadevi Nagar,
Niphad,
Nashik - 422303.

Dear Kiran,

We are pleased to appoint you as **Engineer - MEBU** or in such other capacity as the management of Tata Elxsi Limited, hereinafter called the Company, shall from time to time determine, under the following terms and conditions:

1. Date of Appointment:

- 1.1 You will be required to join us on or before **8th April, 2019**. Your appointment is effective from the Date of Joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

TATA ELXSI

Registered Office Tata Elxsi Limited, TPB Road, Whitefield, Bangalore 560 066, India

Tel : +91 80 2297 9123, Fax : +91 80 2841 1474

www.tataelxsi.com

ISO 9001:2008 / ISO 14001:2004



Vihelmo Vithe Patil
PRINCIPAL

Dr. Vihelmo Vithe Patil
College of Engineering
Ahmednagar

engineering creativity



Dear Kiran,

Congratulations on your selection at Tata Elxsi!

Please submit **Photocopy** of following documents / details at the time of joining, along with originals. **Originals for verification and return.**

- a. Relieving letter(s) & Experience Certificate(s) from all your previous Organisations covering your entire experience.
- b. Your salary certificate / payslips (Latest 3 months Pay Slips from your immediate previous employer).
- c. Certificates of 10th & 12th Classes.
- d. Graduation Certificate & Marks Sheets.
- e. Post Graduation Certificate & Mark Sheets (If applicable).
- f. Passport Details (No, Date, Place of Issue and Validity) with copy of first four and last two pages. Please get the self attested copies of first four and last two pages of pass port.
- g. Last Employer's PF Membership No. (If applicable).
- h. 7 Passport Size Photographs (White Background).
- i. 2 copies of Pan Card, self attested.
- j. 2 copies of Aadhar Card, self attested.


The offer letter has been given in duplicate. Please sign at the end of every page of the offer letter and return one copy to us.

Please report to office by 9:00 AM on your joining date.

Note: Joining formalities will not be carried out if you fail to produce any of the documents listed on the day of joining. Joining formalities will be done on the day when all the required documents are brought by you.

Looking forward to your joining the TATA•ELXSI FAMILY!

Cordially,
for Tata Elxsi Limited,

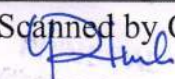

Philip K. Mammen
VP & Head - Human Resource

TATA ELXSI

Registered Office Tata Elxsi Limited, ITPB Road, Whitefield, Bangalore 560 048 India
Tel +91 80 2297 9123 Fax +91 80 2297 1474
www.tataelxsi.com



Scanned by CamScanner


Dr. Vithalrao Vixhe Patil
College of Engineering
Ahmednagar

engineering creativity



7. Other Work:

Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

8.1. During the period of probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three (3) months' notice or three (3) months' basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 60 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the sixty (60) day period. This minimum notice of sixty (60) days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, you are deputed abroad for Training / Developmental Program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be six (6) months at the sole discretion of Tata Elxsi management.

8.4. You will be liable to termination from service by the Company without notice if:

- a. Any declaration given by you or testimonials furnished by you to the Company proves to be false, or,
- b. You are found to have willfully suppressed any material information, or,
- c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,

TATA ELXSI

Registered Office Tata Elxsi Limited ITPB Road Whitefield Bangalore 560 046 India

Tel +91 80 2297 9123 Fax +91 80 2841 1474

www.tataelxsi.com

© 2014 TATA ELXSI LIMITED. ALL RIGHTS RESERVED.



- d. You are found to have indulged in financial irregularities; or
- e. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- f. Failure to furnish relieving/service certificate from the previous employer or any other documentary proof to substantiate your transition from the previous employer to the reasonable satisfaction of the Company.

9. On Separation:

On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. Any Intellectual Property or Patents developed by you during your service will be the property of the Company. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the Company, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

TATA ELXSI

Registered Office: Tata Elxsi Limited, TFS Road, Whitefield, Bangalore 560 048, India

Tel: +91-80-2397 9133 Fax: +91-80-2641 1474

www.tataelxsi.com

© 2011 Tata Elxsi Limited



11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to the Company all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment in the Company. The Company shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide the Company or any person designated by the Company all assistance as may be required to establish and / or perfect the rights defined in this clause.

11.3. **Data Protection Regulation: Personal Data:** You acknowledge and agree that the Company or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. Company will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to the Company to process such personal/or sensitive data.

12. Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and remain sole right / property of the Company.

13. Client Management:

On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one (1) year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this clause, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

TATA ELXSI

Registered Office: Tata Elxsi Limited ITPB Road Whitefield Bangalore 560 048 India

Tel: +91 80 2297 9123 Fax: +91 80 2641 1474

www.tataelxsi.com

© 2011 Tata Elxsi Limited. All rights reserved.



14. Non-solicitation:

14.1. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

14.2. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

15. Retirement:

You will retire in the month of your attaining the age of 60 years.

16. Jurisdiction and Dispute Resolution:

16.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

16.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

16.3. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

TATA ELXSI

Registered Office Tata Elxsi Limited ITPB Road, Whitefield, Bangalore 560 048 India
Tel: +91 80 2297 9123 Fax: +91 80 2841 1474

www.tataelxsi.com

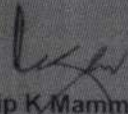
ICN 145110XA19895Z009948



We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

for Tata Elxsi Limited,

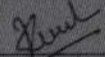

Philip K. Mammen
VP & Head - Human Resource

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in Clause 1 of this letter ("Date of Appointment"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.


Date: 27/03/2019

Name: Kiran Sunil More

Signature: 

engineering creativity




PRINCIPAL
Dr. V. Patil College of Engineering
Ahmednagar

TATA ELXSI

Registered Office Tata Elxsi Limited ITPB Road, Whitefield, Bangalore 560 048 India
Tel: +91 80 2297 9123 Fax: +91 80 2841 1474
www.tataelxsi.com

© 2019 TATA ELXSI LIMITED



Annexure to : Kiran Sunil More
Appointment Letter dated : 26th February 2019

Name :	Kiran Sunil More
Level :	D
Designation:	Engineer
SBU :	MEBU
Group :	MEBU
Location:	Pune

	Amount in INR
Basic	14,000
House Rent Allowance	7,000
Statutory Bonus*	1,400
Flexible Benefit Plan**	4,414
Monthly Salary	26,814

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	20,160
Gratuity (As per the Gratuity Act 1972)	8,081

Annual Gross Salary	3,50,009
----------------------------	-----------------

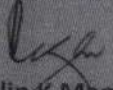
Medical Insurance (Hospitalisation) coverage as per current policy.

Group Term Life (Personal Accident + Life Insurance) Coverage as per current policy.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

for Tata Elxsi Ltd


Philip K Mammen
 VP & Head - Human Resource

TATA ELXSI

Registered Office **Tata Elxsi Limited** ITPB Road, Whitefield, Bangalore 560 048, India
 Tel: +91 80 2297 9123 Fax: +91 80 2841 1474
www.tataelxsi.com

© 2019 TATA ELXSI LIMITED. ALL RIGHTS RESERVED.



Scanned by CamScanner

PRINCIPAL
Dr. Vihare Patil
 College of Engineering
 Ahmednagar

engineering creativity



**Annexure indicating Breakup of FBP Components applicable to
GRADE D**

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. PC purchase EMI (as per Home PC policy - Total EMI not exceeding Rs.36,000/- p.a.).
3. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
4. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

engineering creativity

TATA ELXSI

Registered Office **Tata Elxsi Limited** ITPB Road, Whitefield, Bangalore 560 048, India

Tel: +91 80 2292 9123, Fax: +91 80 2841 1474

www.tataelxsi.com

© 2005 Tata Elxsi Limited. All rights reserved.