

Private & Confidential

Dated: **28/09/2023**

Anuraag Merani
Flat no. 301, 3rd Floor, Rangam Raam Enclave
1-11-206/3, Ambedkar Nagar Colony, Shyamlal Building, Begumpet
Hyderabad, Telangana - 500016

Dear Anuraag Merani,

Welcome to **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company')

The Company is pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Specialist, Financial Planning & Analysis** in Comp Grade **9A** at Business Unit **SSS** Your Social Job Title would be **Assistant Manager, Accounting & Finance** Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you.

Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be in **Hyderabad**.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role.

1.3 Your appointment will be effective from **03/10/2023** or at an earlier date as mutually agreed, subject to your completing the on-boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **03/10/2023** failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at pushpinder.kaur@concentrix.com to seek an alternative date on which to submit all required documents. Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative**, or any other person nominated by him/her.

1.5 You are required to furnish before joining documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing.

1.6 you from accepting this offer or starting work on the above-mentioned date

Concentrix Daksh Services India Private Limited
DLF SEZ, Building No. 14, Tower-C & D, 17th Floor, DLF Cyber City, Sector 24, 25 & 25 A, DLF Phase-3,
Gurugram, Haryana – 122 002, India
91 124 463 5100 · 91 124 426 3311 (fax)

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001, India
91 11 68137745

Signature of Candidate

2. Remuneration

- 2.1. Your Earning Potential per annum would be **INR 700,000** only.
(Details as per annexure)

3. Terms and Conditions

- 3.1. Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case
- 3.2. The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

3.3. Valid Passport

3.3.1. For Comp Grade 10,9 & 8:

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within **90 days** from the date of joining. Failure to do so may lead to disciplinary action.

3.3.2. For Comp Grade 12 & 11:

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within **90 days** from your date of joining. Failure to do so may lead to disciplinary action.

3.3.3. For All Comp Grades:

If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

- 3.4. The initial period of probation is **365 days** from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

- 3.5. During the period of probation, either side can terminate this employment contract by giving **30 days'** notice or by payment of Gross salary in lieu of such notice. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you Gross salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.
- 3.6. After confirmation, either side may terminate your services by giving **30 days'** notice in writing or payment of Gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you Gross salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the Gross salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.
- 3.7. While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.
- 3.8. In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.
- 3.9. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 3.10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- 3.11. You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to the initiation of suitable disciplinary action against you, including upto termination of your services.
- 3.12. All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. need to be returned on or before Last Day of Employment (LDE). The employee must return the above-mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

Signature of Candidate

- 3.13. You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
- 3.14. The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.
- 3.15. You will automatically retire on attaining the age of 60 years. The age as declared in your application shall be binding on you.

4. Confidentiality

- 4.1. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients – the information you may have acquired while in the employment of the Company.
- 4.2. During the course of your employment, you may come across a lot of information relating to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 4.3. You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.
- 4.4. Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.
- 4.5. You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 4.6. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
5. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the company manuals, documents, papers, memos, and files etc., which are classified. The company is recruiting you for your inherent experience, skills, knowledge and attitude that you have exhibited at the time of the selection process.
6. All communication between the employee and the Company shall be deemed to have been effectively served if sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing by updating your details on the Company's HRMS tool. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.



7. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion, is discovered and/or due to non-disclosure of relevant information about you to the company

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Us, please visit the website

www.concentrix.com

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Malvika Singal

Authorized Signatory (Please Sign above)

Name: **Malvika Singal**

Date: **28/09/2023**

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on **03/10/2023**

Candidate Name: **Anuraag Merani**

Candidate's Signature :

Date:

Name :	Anuraag Merani		
Designation :	Assistant Manager, Accounting & Finance		
Career Level :	Comp Grade 9A		
Annexure			
Components		Monthly	Annual
01.	Basic Salary	Rs. 24,633	Rs. 295,596
02.	Flexible Benefit plan	Rs. 19,706	Rs. 236,476
03.	House Rent Allowance	Rs. 9,853	Rs. 118,238
04.	Reference Salary [01 + 02 +03]	Rs. 54,193	Rs. 650,310
05.	Employer's Contribution to PF [12% of Basic Salary]	Rs. 2,956	Rs. 35,471
06.	Gratuity [4.81% of Basic Salary]	Rs. 1,185	Rs. 14,218
07.	Retirals [05 + 06]	Rs. 4,141	Rs. 49,690
08.	Annual Remunerations [04 + 07]	Rs. 58,333	Rs. 700,000
Flexible Benefits Plan :			
FBP is a basket of allowances . Please refer to the FBP policy for details.			
Statutory Contributions :			
All Statutory Contributions / Deductions [Only to the extent applicable] will be made and deposited with relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.			
Gratuity will be governed by the Payment of Gratuity Act, 1972 (as and when amended)			
Additional Benefits :			
Hospitalization, Life Insurance and Accident Coverage as per applicable Company Policies.			
This is an information statement only that does not create a contract or any legal rights. Your compensation and the various constituents are governed by the terms of Concentrix Daksh Services India Private Limited compensation plans and programs, which may be changed or withdrawn at the sole discretion of Concentrix Daksh Services India Private Limited, based on company policy and applicable law . If you believe the data shown is inaccurate, please notify your manager. This statement contains personal information, please handle appropriately.			
Yours Sincerely,			
<i>Malvika Singal</i>			
Authorized Signatory			
Name : Malvika Singal		Date [DD/MM/YY] : 28/09/23	
Concentrix Daksh Services India Private Limited			
I agree to accept employment on the mentioned terms and conditions.			
Name : Anuraag Merani		Date [DD/MM/YY] :	
Signature of Candidate :		CNX1/REC/ART/NSLAX/FT9-5/36	



CONSENT FOR ENHANCED SECURITY MEASURES

By my signature below, I acknowledge and agree that **Concentrix Daksh Services India Private Limited** and its subsidiaries and other affiliates ("Concentrix") may access, retain and process my personal information in accordance with the terms of this Agreement for Enhanced Security Measures (this "Acknowledgement and Agreement").

Concentrix provides customer support services on behalf of its clients that require employees to access and use communications and technology systems ("**IT Systems**") provided by Concentrix and/or its clients.

Concentrix has contractual and legal obligations to its employees and clients to protect their personal and confidential information, and to ensure that personal and confidential information on IT Systems is only used for approved purposes and only accessed by employees who are granted access to the IT Systems.

Concentrix's security measures and other security requirements for protecting personal and confidential information are set forth in agreements with Concentrix employees and in Concentrix's policies and procedures ("**Security Requirements**").

In order to enhance Concentrix's security measures for monitoring and enforcing compliance with the Security requirements, I understand and appreciate that Concentrix will need to access, retain and process my personal information in connection with the following security measures ("**Enhanced Security Measures**") which are reasonably required for the business and I hereby give my consent for the same::

- a. Use of facial recognition technology to verify that the person who is attempting to access IT Systems is only me and not any unauthorized party;
- b. Use of a camera installed on my work station or, if applicable, the computer I use to work from home, to take pictures at frequent and variable intervals in order to monitor my compliance with the Security Requirements any time I attempt to access or have access to IT Systems; and
- c. Use of automated processes to monitor recorded pictures of me in my workspace to detect and attempt to remediate any potential violations of the Security Requirements.

The following categories of my personal information will be processed in connection with the Enhanced Security Measures:

- my name, employee ID, Concentrix site, limited biometric data used for facial recognition, recorded pictures of me, recorded pictures of my home work space if I work from home, and data related to my behavior and compliance or potential non-compliance with Security Requirements



Concentrix may provide my personal information to my supervisor and other Concentrix employees for purposes of investigating potential security incidents and any potential disciplinary action resulting from such incidents, Concentrix's vendors and subcontractors for the sole purpose of providing the Enhanced Security Measures, and potentially to a client

Concentrix for an investigation of a potential security incident, in compliance with the terms of this Acknowledgement and Agreement.

- Concentrix will implement appropriate safeguards to secure and protect my biometric data and other personal information collected, retained or otherwise processed in connection with the Enhanced Security Measures.
- Concentrix will only retain my biometric data and other personal information for so long as I am providing services as an employee of Concentrix and up to one hundred eighty (180) days thereafter, or for any longer period of time required under applicable law and, when there is no longer a valid reason to retain my biometric data or other personal information, Concentrix will promptly and securely erase or destroy my biometric data and other personal information accessed, retained or processed in connection with the Enhanced Security Measures.
- I hereby acknowledge and agree that Concentrix may access, retain and process my personal information in accordance with the terms of this Acknowledgement and Agreement.

Name: **Anuraag Merani**

Date: **28/09/2023**