



PRIVATE AND CONFIDENTIAL

Ms. Sukriti Kumari
#36,1st Main Road, RMV 2nd Stage,
BDA Layout, Lottgollahalli,
Bangalore - 560094
Ph: +91 8904884765

OFFER OF EMPLOYMENT

We refer to your application for employment and subsequent interviews you had with us.
We are pleased to offer you employment with Unisys India Private Limited, on the following terms and conditions.

COMMENCEMENT OF EMPLOYMENT

Your employment would be effective from **August 07, 2023**.

QUALIFICATION AND EXPERIENCE

Your relevant qualification and relevant experience considered for this position / job title is **BBA (Likely to Graduate by June 2023) Fresher**.

JOB TITLE

Your job title will be **Services Support Rep 4**.

REMUNERATION

Your total remuneration will be **INR 339,275/- (Three Lakh Thirty Nine Thousand Two Hundred and Seventy Five Rupees only)** per annum. A detailed break-up of the compensation will be discussed, and will be based upon Unisys segmentation between basic and non-basic compensation structure referenced below:

Basic Salary: INR 192,000
Bonus / Ex-gratia: INR 38,400
Special Allowance: INR 76,600
Total Base Pay: INR 307,000
Provident Fund (Company's contribution): INR 23,040
Gratuity (Company's contribution): INR 9,235
Total Gross Compensation: INR 339,275

Additional Benefits

- Shift Allowance upto **INR 46,200/- p.a** as per the company policy as applicable to your Role Code
- Company provided transport as per the company policy as applicable to your Role code, Work Location and Shift
- You will be covered under the Group Medclaim Insurance policy upto 3 lakhs of annual medical coverage for hospitalization



- You will be covered under the Group Term Life Program and Group Personal Accident Insurance Policy
- Gratuity component mentioned under retires will be applicable as per The Payment of Gratuity Act, 1972
- You can choose to allocate INR 1100 /- p.m. towards Food coupons from your Special Allowance
- You can choose to allocate upto one month's Basic salary towards LTA from your Special Allowance

TRAINING PERIOD

On your joining, you are expected to undergo Foundation Program Training which comprises of classroom training and on the job training. The training duration, scope and qualifying criteria are purely based on Business requirements. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

TAXATION AND OTHER DEDUCTIONS

Unisys shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and for complying with other requirements under the India tax laws. Unisys shall also be entitled to deduct any other sums as may be recoverable from you time to time.

HOURS OF WORK

You are required to work for a total of 45 hours per week **and you are required to work in shifts.**

EARNED LEAVE

You will be eligible for annual earned leave per Unisys India Paid Time Off practice that will be accrued on a monthly basis. Employees continue to earn leave until their balance reaches the limits prescribed in the Unisys India Paid time off Practice.

PLACE OF WORK

You will report into the Unisys offices at **Unisys India Private Limited - RGA (Non SEZ: 5F,6F,7F,8F & 10F), Block 3, Wing B, Survey No. 31/1, Sarjapur Main Rd, Carmelaram, Hadosiddapura, Chikkakannalli Village, Bangalore - 560035, Karnataka.** Unisys may, at any point of time, in its sole discretion, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of such subsidiaries or affiliates as the case may be.

Unisys may also depute you to any work, or assign your services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom Unisys may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.



PROPRIETARY INFORMATION, INVENTIONS AND NON-COMPETITION

You shall be required to execute a separate Employee Proprietary Information, Inventions and Non-Competition Agreement as part of your on-boarding.

CONFLICT OF INTEREST DISCLOSURE

Unisys conducts its business with integrity and in compliance with legal standards around the world. All Unisys Associates must avoid conflicts of interest. The term “conflict of interest” includes actual conflicts of interest, potential conflicts of interest, and even the appearance of a conflict of interest. A conflict of interest arises when your personal interest conflicts with your job responsibilities or the best interest of Unisys. This can occur where you make decisions or take actions to benefit yourself or someone you are close to, like a family member. If you engage in outside activities like freelancing, second job or outside directorship for profit or non-profit organisation, or if you have existing close relationships with our business partners and if you believe you may have a conflict, disclose this to your Unisys Talent Acquisition Representative or the Hiring Leader and get clearance from Unisys prior to joining the Company. This offer is contingent on your having done so. Except in extraordinary circumstances, disclosed conflicts can be cleared with simple review.

Once you are employed, you should familiarize yourself with policy on Conflicts of Interest during your on-boarding process. You will be asked to certify compliance at that time. Any questions about a conflict of interest should be directed to your Leader and the Compliance and Ethics Office.

PROBATION/NOTICE PERIOD.

On joining Unisys, you shall be on probation for six months from the actual date of your joining with us and will continue to be so unless and until you are expressly confirmed in the regular service of the Company. The probation period may be curtailed or extended by Unisys management at its sole discretion. Your confirmation will be communicated to you in writing. The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.

During your probation, your service can be terminated within one (1) month notice or salary thereof on either side. After confirmation you will be required to give **two** months’ notice or salary thereof in case you decide to leave our services, subject to the Company’s discretion. In the event you have an incomplete assignment, Unisys will have the discretion to relieve you only at the end of the **two** months’ notice period. Similarly the Company can terminate your services by giving **two** months’ notice or salary thereof. Unisys reserves the right, however, to terminate your employment for disciplinary reasons at any time without notice or payment in lieu thereof.

Notice period is linked to be role/role code based on Unisys Separation policy. Notice period pertaining to your Specific role code will be considered at the time of separation.



GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged to devote your entire time, attention and effort to the furtherance of Unisys business, and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself or devote your time or attention to any employment, business or position of monetary interest, other than that of the Company

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In addition to the terms and conditions of employment specifically stated herein, you shall be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended or modified by Unisys from time to time. Statutory laws enacted by Central or State Government or local authorities will also govern you as may be applicable to you from time to time.

Further you are required to complete the **Corporate Ethics Training** within 30 days from the date of joining Unisys. Noncompliance of this clause shall be viewed very seriously by the management and it shall result in termination of employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.

RETIREMENT

You will retire from the employment of Unisys on attaining the age of superannuation which will be end of the month in which you attain 60 years of age.

DOCUMENTS/TESTIMONIALS

You are required to produce originals/photocopies of documents on the day of joining as per **Annexure 'C'**. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this offer will automatically stand cancelled.

Please note all documents/testimonials submitted to Unisys will be verified as per our background verification process. Any omissions or misrepresentation of any facts will result in the termination of your employment.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention within two days from the date of this letter.

This letter may not be modified or amended except by a written agreement, signed by an officer of Unisys and by you. Your employment with Unisys is for no specified period and constitutes at will employment.



CONCLUSION

We hope you find this offer to be a satisfactory basis for joining Unisys. We at Unisys are greatly impressed by your calibre and special skills. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company, and seeking ways for you to secure the necessary stimulation and advancement. If you have any questions, please do not hesitate to call us.

We welcome you to the Unisys family and wish you a rewarding career over the years to come.

Yours sincerely,

Signature:

Sign1

Seema Rani
Director - Talent Acquisition
Unisys India Private Limited
Date: May 23, 2023

ACCEPTANCE OF EMPLOYEE

To: Unisys India Private Limited

I **Sukriti Kumari**, have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Unisys India Private Limited and the same is acceptable to me. I will join on or before **August 07, 2023**.

Signature: Sign2

Date: Date Signed2

Place: Bangalore



EMPLOYEE TRAINING AGREEMENT

This **Employee Training Agreement** is entered into **August 07, 2023**.

Between

Unisys India Private Limited a Company incorporated under the Companies Act, 1956 and having its Registered office at Unisys India, Special Economic Zone (Unit I) **RGA Tech Park, Block-03, Wing B 5th,6th,7th,8th, & 10th Floor, Survey No 33/1, Chikkannahalli Village, Sarjapur Main Road, Bangalore - 560035**. India hereinafter referred to as **"Unisys"** (which expression shall unless excluded by or repugnant to the context include its successors and assigns) of the ONE PART;

AND

Sukriti Kumari, D/o **Anil Kumar** hereinafter referred to as the **"Employee"** (which expression shall unless excluded by or repugnant to the context include his heirs, successors, legal representative, administrators and executors) of the OTHER PART.

WHEREAS:

The Employee is an employee of Unisys India Private Limited.

The Employee has been selected by Unisys to undergo specialized and practical training. Training includes on job training, e- learning, Mentoring, Class room Training and process training, in the area of his/ her work.

Unisys would have to incur a large amount of expenditure in imparting such specialized training to the Employee.

Hence, the Employee has agreed that, for imparting such unique training, he / she will continue to work for Unisys for a period of **eighteen (18) months** from the date of Joining Unisys and that, if he / she desires to quit his / her employment with Unisys, the Employee will compensate Unisys for the loss that will be suffered by Unisys. In the circumstances, the parties herein have agreed to reduce this arrangement to writing as set out below.

NOW THIS AGREEMENT WITNESSETH:

The Employee has been selected by Unisys to undergo specialized and practical training. Training includes on job training, e- learning, Mentoring, Class room Training and process training, in the area of his/her work.

In consideration of Unisys having to incur substantial costs in imparting such specialized training to the Employee, the Employee hereby agrees, undertakes and assures Unisys that the Employee shall remain in employment with Unisys for a minimum period of **eighteen (18) months** from the date of joining, for imparting such unique training.

The Employee hereby agrees and undertakes that, in the event of any violation by the Employee of the condition mentioned in clause 2, the Employee shall be liable to pay to Unisys, as and by way of an indemnity,



a sum of **INR 60,000/- (Rupees Sixty Thousand only)**, towards reimbursement of the costs incurred by Unisys for having imparted such specialized training on the Employee.

in the event the Employee leaves the employment of Unisys during the period of training, the Employee will reimburse Unisys the full and final amount of a sum of **INR 60,000/- (Rupees Sixty Thousand only)**, towards reimbursement of the expenses and / or will be adjusted against dues payable to the employee, if any, at the time of full & final settlement. Any further dues post deduction from the employee claims should be paid by the Employee within 2 weeks from the due date.

Upon any violation of any of the conditions mentioned above coming to the knowledge of Unisys, the said amounts as stated in clause 3 shall become due and payable by the Employee to Unisys within a period of two weeks from the date of the Employee being called upon to do so by Unisys, together with interest thereon at the rate of 18% per annum from the date of the expiry of two weeks till payment.

This Agreement does not create any right in favor of the Employee to remain in employment with Unisys for the minimum period of eighteen (18) months from the date joining Unisys and Unisys's rights to terminate the Employee's employment, as set out in the Offer of employment issued to the Employee, remains unaffected.

The Employee agrees that all information made available to the employee during his/her training is confidential information and shall hold it in trust and confidence. The Employee agrees not to disclose such information to any third party anywhere in the world or use such information for any purpose other than that for which such information has been disclosed to him/her, without obtaining prior written consent from Unisys. The Employee shall return to Unisys all confidential information, including all copies, translations, conversions, modifications and derivations thereof, upon completion of the need for the same or on resignation/termination of his/her employment with Unisys.

This Agreement is in addition to and not in derogation of any of the other terms of employment between Unisys and the Employee.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR RESPECTIVE SIGNATURES ON THE DATE FIRST HEREIN ABOVE MENTIONED

Sign1

Seema Rani
Director – Talent Acquisition
Unisys India Private Limited
Date: May 23, 2023



Accepted: [Sign2](#)

Employee Name: Sukriti Kumari

Date: [Date Signed2](#)

ANNEXURE C

DAY-ONE FORMALITIES JOINING FORMALITIES & NEW HIRE ORIENTATION/INDUCTION

Dear Sukriti Kumari,

Please report at 9.30 AM at the following office address on the day of joining:

Unisys India Private Limited, - RGA SEZ - UNIT, 7th Floor Infinite Training Room, Block – 3, Wing – B Survey no# 31/1, Sarjapur Main Road, Carmelaram, Hadosiddapura, Chikkakannalli, Bangalore - 560035.

Kindly note that it is important to be on time to complete joining formalities.

Salary Payout: If you join us on or before 10th of the month, your salary will be paid in the same month. If you join after 10th of the month, your salary will be paid in the subsequent month along with the previous month's salary.

Please **bring originals** and **1 set of photocopies** of the following documents:

- Education mark sheets (all semester / year mark sheets) & certificate from 10th standard to highest degree attained. Photocopies should include both front and back side of the mark sheets and certificates.
- Relieving letter from most recent employer is a must. If not, resignation acceptance letter issued by HR. Subsequently, relieving letter has to be submitted within three weeks.
- Relieving letter or experience certificate from your previous employers specifying exact dates / duration of employment.
- Six passport size colour photographs.
- Passport (All pages with entries).
- Proof of identity. Bring one of the following documents. Passport, Driving Licence, Voter's ID card or PAN card.
- Address proof current and permanent. Bring one of the following documents. Most recent BSNL phone bill, Electricity bill, Water bill, Lease deed, Rent deed, Ration card or Passport.
- UAN/PF Number, Cancelled cheque with the name on it, Bank Passbook/Bank Statement with IFSC code
- **PAN Card and Aadhaar Card copy is a must for salary processing. If you do not have a PAN card, please apply for the same immediately.**



Please note, all of the above mentioned documents are mandatory and we will not be able to induct you without these documents.

All original documents will be returned to you on the same day after verification by **Human Resources Department** and copies will be retained for records.

Should you require any clarifications and/or on joining date, please contact the following:

Contact Person: Aiswarya Jojy, Ph: +91 89219 67198, E-mail: Aiswarya.Jojy@unisys.com

I have read and understood the above documents checklist and agreed to submit the same on my joining date.

Name: Sukriti Kumari

Sign2

Date Signed2