

HCL Technologies Ltd. - Business Services

B-34/3, Sector 59, Noida 201307, UP (India)

Tel: + 91 120 2589690, Fax: + 91 120 2589688

Registered Office: 806 Siddharth, 96 Nehru Place, New Delhi - 110019 (India)

Ref No: 147568

Date: 20-02-2015

Private & Confidential

Name: Limar Khursheed Hajini

Address: M24, sec 66, G.B. nagar

Dear Limar,

1. With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd. - BUSINESS SERVICES** as **Junior Engineer - Product Support**. You are required to report on **23-02-2015** at 10:30 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, A22 Sec 60 Noida**.
2. Your annual compensation would be **Rs. 214800/- Per annum**. A detailed structure of your compensation will be shared on your joining. As part of your CTC, you would also be eligible for Process Allowance **Rs. 11700/-** of based on the process you are aligned to.
 - You will be eligible for Process Allowance from the Date of Production
 - Accrued PA from the Date of Production till your Date of Confirmation along with One-time top-up PA Bonus (~ Monthly PA) will be paid in the subsequent payroll post confirmation
 - Process Allowance will be added as part of your monthly salary from subsequent payroll post confirmation

PA will not be paid in case you separate before your date of confirmation. In the event of process change, PA will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference. The structure and components of your Compensation plan may change from time to time in line with the Compensation Policy and practices of the Company.
3. Please note that this **offer is valid for 7 days from the date of offer** mentioned above.
4. Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

5. All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
6. In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
7. In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
8. Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your performance appraisal and compensation review will be aligned to the nearest July / Jan cycle of the respective year subject to your assignment to the production floor post initial training. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**
9. Please note that if you chose to resign from services of **HCL Technologies - Business Services within six(6) months from your date of joining, the actual cost incurred on your personal skill development up to a maximum of Rs 50,000 will stand as recoverable from your Full & Final Settlement.**
10. **Your services during the period of probation shall be liable to be terminated giving 30 days notice or one month basic** salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving 30 days notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
11. The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

12. You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with HCL TECHNOLOGIES - BUSINESS SERVICES, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL TECHNOLOGIES - BUSINESS SERVICES employee.
13. On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
14. All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy in that regard. "Flexi Allowance" is payable subject to non-availing of Company Benefits (Please refer policy on flexi benefit for further clarifications).
15. During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
16. You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy.
17. Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
18. Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
19. During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

20. You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
21. During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
22. You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
23. You shall agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. As an employee, you will ensure that software will be installed on the machine only after you have received the requisite approvals for the same. You shall also agree to keep track of the software inventory on your machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. You further agree that the company will not accept any liability in respect of any unauthorized use of software and you shall be personally liable for any damages or other liability arising on account of violation of SAM policy.
24. You would be initially posted at Noida/Chennai or any other location specified by the company, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
25. During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

26. In case you absent your self from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
27. You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
28. You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
- i. School leaving certificate / birth certificate
 - ii. Educational qualification certificate (from 10th std onwards) along with mark sheets
 - iii. Passport (The first 4 and the last 4 pages)
 - iv. Relieving letter or duly accepted resignation letter from your present and previous employers
 - v. Salary certificate from your present and previous employers
29. Please ensure to accept the Online offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL Technologies Ltd., - BUSINESS SERVICES

ANAND RAJAGANESAN

Global Compensation and Benefits

DECLARATION

I, **Limar Khursheed Hajini**, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.

Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.

4. Non disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, HCL Technologies Ltd. -Business Services has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure A**List of Mandatory Documents: All Photocopies in A4 Size****1) Copies of educational certificates:**

- a) Any proof for Date of Birth.
- b) 10th (mark sheets & passing certificates)
- c) 12th (mark sheets & passing certificates)
- d) Graduation degree / Provisional certificate & Mark sheets
- e) PG Degree & Mark sheets (if applicable)
- f) Professional certificates (if applicable)

2) Ten colored passport sized photographs.**3) Photographic ID Card (like Driving License, Passport etc.)****4) Copies of proof of residence (either of the options):**

- a) Driving license or
- b) Voter registration card or
- c) Telephone/ Electricity Bill (either in candidate's name or his/ her parents name) or
- d) Credit Card Bill (in candidates name) or
- e) Ration Card or
- f) Bank Statement (in candidates name) or
- g) Attestation by the Bank Manager.
 - Proof of Acceptance of Resignation Letter by your Line HR / Reporting Manager
 - Right to work in India (applicable only if, not a citizen of India)
 - Salary slip of previous employment

Note: It is mandatory to carry the original documents against which the attested photocopies would be counterchecked at the time of joining.

List of Essential Documents:**1) Relieving Letter / Experience certificates (current and previous employers)**

N.B. You are requested to report to our office at Noida/Chennai to complete the joining formalities. Candidates joining us from April 1, 2009 onwards need to register their profile with NASSCOM's [skill registry website](#) prior to coming onboard and the same need to be treated as mandatory.

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies HCL Technologies Ltd. - Business Services is governed by policies* which are listed in corporate intranet www.hclbpo.net.

Please bring the originals for cross verification and Xerox copy of the documents to submit listed below essentially on the joining date. Failing to do so can result in extension of the joining date or offer of employment letter with HCL Technologies Ltd -Business Services may stand cancelled.

[HCL/TAG/147568-51484019/N3-On-Site Sales](#)