

Private & Confidential

Genpact Proprietary

Sep 13, 2019

Saranya B

Dear Saranya B,

Sub: Trainee letter

We are pleased to offer you Technical Training in **GENPACT** India ("Company") for a period of 06 months with effect from **7-Oct-2019**, as per the following terms and conditions:

1. The objective of the training is to provide exposure to the trainees to various facets of an ITO business and develop the necessary technical skills which the trainees do not otherwise possess but are essential to be able to render services in an ITO business.
2. Your designation for the period of training shall be Technical Trainee. Your stipend for the period of training shall be Rs. **10000/-** (Rupees Ten Thousands Only) per month.
3. You shall be entitled to avail company transport to commute from your place of residence to location of training and back in accordance with the policy of the Company with regard to the same, subject to written approval from HR Leader.
4. The location for your training shall be **Hyderabad**. Your location of training is subject to change upon notification by the Company and you shall be bound to attend the training at such changed location.
5. You will be expected to attend all training sessions as scheduled and communicated to you by your trainers who will be in charge of your training program. You shall not avail any leave without approval from your trainer except for emergencies, which will have to be explained as per Company specified process.
6. During the tenure of your training, either party may terminate the agreement by giving the other party 15-day notice in writing or by paying 15 days salary in lieu thereof.

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

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Transformation
Happens Here

7. The Company reserves the right to terminate your training with immediate effect on grounds of breach of Company policy, misconduct or unsatisfactory performance.
8. During the term of training you will not be allowed to take up employment or other commercial activity without the prior written consent of the Company. The intent of this clause is to ensure your complete focus on the training being imparted to you and to secure the interest of the Company as regards its confidential and proprietary Information. You shall be periodically assessed on your performance as per the training schedule. Assessment can be both written and practical assessments for skill sets.
9. During the period of training or any time thereafter, you shall not use or divulge to any third party any information about the Company including any information regarding its customers. All information about the Company including its customers that comes to your knowledge in the course of or in connection with your training by the Company shall be deemed to be confidential information and you shall be liable to indemnify the Company for any loss caused to the Company for any breach of your confidentiality obligation towards the Company.
10. Post Successful Completion of the training period at the end of 6 months, your salary will be 2.2 Lakhs per annum including variable based on your performance.
11. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Further you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during the tenure of this trainee agreement.
12. At the end of the training period you would be considered by the Company for suitable Employment with the Company based on business. It is clarified that the Company is in no way obliged or bound to offer you employment and the same will be determined purely by business needs. It is also clarified that in the even the Company considers you for employment you will be required to clear technical skills, HR, background check and other hiring screens as per applicable policy of the Company before being made an offer of employment. In the event you are not chosen for employment by the Company this agreement will end automatically and you will have no right or lien vis a vis the Company.

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13. Other terms and conditions:

- (a) During the term of training or any time thereafter you shall not use or divulge to any third party any information about the Company including any information regarding its customers. All information about the Company including its customers that comes to your knowledge in the course of or in connection with your training by the Company shall be deemed to be confidential information and you shall be liable to indemnify the Company for any loss caused to the Company for any breach of your confidentiality obligation towards the Company.
- (b) Prior to commencement of training you shall confirm that you have no conflict of interest and should have disclosed fully all of your business interests to the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Further you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during the tenure of training or thereafter during employment with Genpact.
- (c) You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures a may be applicable. Any violation of abovementioned terms or terms pertaining to you training can result in action being taken against you including and up to termination of this offer to consider for employment.

14. The trainee program and letter will be valid for a period mentioned above and will come to an end automatically at the end of the 180-day period.

15. At the end of the training period as mentioned above you shall immediately return to the Company all documents, files, books, papers and memos in your possession or which you may have been given access for the purpose of training.

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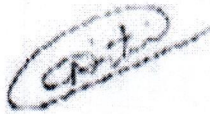
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Kindly sign and return a copy of this letter in acceptance of the terms and conditions set out herein.
Kindly also initial each page of the document.

With warm regards,

For Genpact India

Accepted and Agreed



Nitin Khurana
Vice President – Recruitment

Saranya B

<<Pls note in case the trainee is under 18 we need consent of the legal guardian>>

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