



Volkswagen Group Technology Solutions India  
Rajiv Gandhi Infotech Park - Pune

Your Reference  
Your Letter from  
Our Reference  
Extension  
Fax  
E-Mail

020 3915 7139  
Vaibhav.Kshirsagar@volkswagen.co.in

July 15, 2022  
Date

To,  
**Ms. Mrunal Patil**  
Pune

**Sub: Appointment Letter**

**Dear Mrunal,**

We are pleased to inform you that you are hereby offered employment in **Volkswagen Group Technology Solutions India Pvt. Ltd.** (VWITS), herein after referred to as "Company" and required to join on or before **August 01,2022**. This offer is based on your application for employment, and our subsequent discussions and interview.

You will be employed by the Company on Grade **10** as **Software Engineer Trainee** in the VWITS at Pune location on the following terms and conditions:

Offer and Compensation Package: Your total annual remuneration (Cost to Company) will be INR. 500000 (INR Five Lakh).The detailed breakup of your remuneration is enclosed in Annexure I. All other allowances shall be as per statutory provisions and as per Company policies / guidelines/ procedures as applicable. Your salary has been fixed so as to include any overtime work if any arises. Your employment will be governed by the policies, guidelines and procedures of the Company as applicable to you from time to time; however your attention is particularly drawn to the following points:

**Probation:** You will be on probation for a period of six months from the date of your joining our company. During this period your performance will be subject to review by the management. In case your performance is not found satisfactory your probation period could be extended by another period not exceeding three months, or your services could be dispensed with at the sole discretion of the management.

**Volkswagen Group Technology Solutions India Private Limited**  
(Formerly known as Volkswagen IT Services India Private Limited)

Embassy Techzone,  
9<sup>th</sup> Floor, 1.3 Congo Building,  
Rajiv Gandhi Infotech Park,  
Hinjewadi - Phase II,  
Pune - 411057,  
Maharashtra, India

Phone: +91-20-3915 7000  
www.vwits.in

CIN: U72900PN2015TC155348



Page 2

**Duties:** You shall perform all tasks and duties as assigned to you by your supervisor / supervisors. You shall also undertake to do all duties and tasks including the work ancillary and incidental to your duties.

**Place of work:** This offer of employment is specific for 'Volkswagen Group Technology Solution India Pvt. Ltd.', and your work location will be at Embassy Techzone, Congo Building, "A" Wing, 9th Floor, Phase II, Hinjewadi, Pune - 411 057. On acceptance of this Appointment letter, you shall agree to follow the rules and regulations pertaining to the work place unit and all legal compliances as applicable, which shall be duly communicated to you from time to time.

You undertake to devote your time and attention exclusively to the activities and assignments entrusted to you by your superiors pertaining to the SEZ unit. Under no circumstances you shall directly or indirectly engage in any activity or employment which is outside the SEZ unit unrelated to the business of the company. However, you shall be permitted to participate in training programs for development of your skills and knowledge even though such programs are conducted outside the SEZ notified area.

**Improvements:** You understand the unique nature of the industry and the market conditions in which the Company is operating. Continuous upgradation of the product(s) and the processes, product designs, services provided etc. are being undertaken continuously and you shall participate and co-operate to implement and abide by such changes as incorporated by the Company from time to time.

**Improvements and intellectual property rights:** All associates who, during the period of their employment with the Company shall make any invention, improvement or technical modification ("improvement") relating to the products or the manufacturing process produced or used within the Company, shall immediately send a written report with their proposal to the Company, enclosing all relevant documentation. The Company shall inform the associate within 3 months whether it will accept the improvement he / she proposed or not. In case the Company should not accept the respective improvement, the associate shall be entitled to offer such improvement to a third person subject to prior approval by the Company in writing. The Company shall obtain the

exclusive and unlimited right to make use of all works that may be subject to copyright law and are the result of any activities carried out within the framework of employment by the Company, including but not limited to improvements which are the result of planning, engineering, technical development and the use of computer programs. The conditions under which such rights of utilization are transferred to the Company shall be the subject of agreements.

These provisions shall not be affected by termination of employment at the Company by either of the parties i.e. employer or associate in accordance with terms of employment conditions or statutory right.

**Whole time employment:** You are employed as a full time associate and you shall not undertake any job or employment or enter into any business independently and / or in association with any competitor of the Company and its business directly or indirectly and / or also not to advise or render consultancy services of any kind and any manner to the competitor of company during your services with Volkswagen Group Technology Solution India Pvt. Ltd., failing which you shall be liable to pay liquidated damages as determined by the Company at its sole discretion and you hereby authorize the Company to deduct the said amount from your legal dues resulting from separation. In case the dues are insufficient you shall be required to make good the balance amount within 30 days of separation or from the date the notice is issued to you by the Company.

**Transfers:** Your services are transferable. As such you may be transferred by short notice to any existing or future department / branch/ office / establishment / works/ etc. of the Company or its collaborators / associates or holding company or subsidiaries of any of these Companies in India or abroad, either existing or newly setup in future, as the case may be.

You shall abide by the rules and regulations of conduct, performance and discipline prevailing at such place of transfer. The Company shall issue such orders based on the exigencies of business and other requirements. Such transfer orders can be issued to the associate in the same grade and position or as the Company deems fit.



Page 4

Such transfers cannot be refused by any associate and any such refusal if not accepted by the Company may be treated as resignation by the associate.

**Retirement:** You shall retire on attaining the age of 60 years.

**Discharge:** During the probation period, in case of resignation of the employment, payment of 3 months' notice pay of Gross salary in lieu of the notice period by the associate will be applicable. Experience Letter to be shared post the below conditions are met:-

a] Proper clearance in writing has to be obtained from all concerned departments.

b] Proper handover of tasks / assignments has to be given to the respective line manager and all necessary clearances are to be obtained. All company assets need to be physically handed over by the associates in the base location on or before last working day.

The Company will also be entitled to terminate the services of associate by giving three months' notice or Gross salary in lieu thereof, unless it is a case of severe indiscipline on the part of the associate involving offences under the Indian Penal Code, in which case the cessation of employment will be immediate effect without any notice and without any compensation to the associate.

**Confidentiality:** Any information relating to the process, product recipes, technology, design, technical knowhow, administration methods, systems, procedures and other security arrangements of the Company, that you may acquire by being employed in the Company or during the course of your training or work should be treated as strictly confidential and you shall not disclose either by word of mouth or in writing to any outsider, in order to safe guard the interest of the Company.

**Confidentiality of Compensation:** The contents pertaining to the overall earnings including the annual benefits are strictly confidential. Any unauthorised leakage or passing out of the information by you within the organisation or otherwise will be viewed as a serious violation by the



Page 5

Management and it may involve implications up to the immediate termination of your employment.

**Compliance and Integrity:** The Company encourages its associates to follow the highest standards in integrity, compliance and company values. During your employment with the Company, you shall be governed by various Company policies, procedures, rules and regulations, including amendments thereto, which are applicable to all associates. You are required to read and understand the VWITS Code of Conduct and other compliance policies and strictly adhere to their requirements and act in line with the respective legal frameworks as well as with the applicable legal standards for the specific work task of the associate. Anyone found to be in violation of the Code of Conduct or other policies or laws must expect consequences as per the nature of non-compliance.

**Background Verification:** The Company will conduct background checks prior to joining and post joining date on all the credentials provided by you. You expressly consent to the Company to conduct such background checks / verification. In this connection, you are required to furnish information, data and the documents. If you fail to furnish / submit the necessary information, data and documents that are required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks/ verification, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concern regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that VWITS may as per the need of the business can do more check related to your background after getting promotion or transfer.



Page 6

Performance Incentive (P.I): The performance incentive will be paid annually & it will be subject to the assessment of your performance by your departmental head. The P.I can vary from 50% to 150%. The decision of the departmental head in terms of releasing the incentive will be discretionary and no argument in this regard by the associate shall be entertained by the Management.

**The following may kindly be noted:**

a) The above offer is made on the basis of and subject to the information provided by you in your application and during the interviews. In case at a later date it is seen that the data provided by you is Incorrect and/or misleading, then Company retains the right to withdraw this offer at any time.

b) In all cases the interpretations regarding the service rules shall be as per the Model / certified standing orders prevailing at that time.

We hope this would be a beginning of a long and successful association.

Yours sincerely,

**For Volkswagen Group Technology Solutions India Pvt. Ltd.**

**Amit Khatri**

**Head – Talent Acquisition**

I have read and understood the terms of this appointment letter and hereby accept the same and have affixed my signature as a token of my acceptance thereof.

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**(Mrunal Patil)**



**Annexure: I**

<b>Name</b>	<b>: Mrunal Patil</b>	
<b>Job Title</b>	<b>: Software Engineer Trainee</b>	
<b>Level</b>	<b>: 10</b>	
<b>Component</b>	<b>Annual (INR)</b>	<b>Monthly (INR)</b>
Basic Salary	180000	15000
House Rent Allowance	27000	2250
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
Personal Allowance	159260	13272
Professional Attire Allowance	0	0
Children's Education Allowance	2485	285
<b>Total Monthly Components</b>	<b>402945</b>	<b>33579</b>
Leave Travel Allowance (LTA)*	15000	
Ex-gratia / Bonus**	15000	
<b>Total Annual Components</b>	<b>30000</b>	<b>33579</b>
Provident Fund (Employer Contribution)	21600	1800
<b>Total CTC w/o PI</b>	<b>454545</b>	
Performance Incentive (@ 100%***)	45455	
<b>Total CTC with PI</b>	<b>500000</b>	

**Retiral Benefits:**

- 1) Provident Fund: Employer's contribution towards Provident Fund will be 12% of Basic as shown in the above structure.
- 2) Gratuity: Gratuity as per Gratuity Act, 1972

**Other Benefits:**

- 1) Group Personal Accident, Group Health Insurance & Group Term Life Insurance as per company policy.
- 2) Subsidized Canteen & Transportation facility as per existing policy.

**Note**

\* Flexible & can be added to monthly Personal allowance. LTA can be maximum up to INR 1.00 Lac per annum.

\*\* Flexible & can be converted into monthly component.

\*\*\* PI is a part of Gross CTC and varies from 50% to 150% in actual, whereas 100% has been considered in CTC.