

**Ms. Manali Chandrakant Patil**  
Plot No 5 E-Ward Payamal Vasahat  
Kolhapur – 416008  
Contact Number: +91- 9922624004

Chengalpattu, September 02, 2022  
HR/18580/Sep2022

**Dear Manali Chandrakant Patil,**

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **September 12, 2022**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the **8th** semester of **Bachelor of Engineering (Mech)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above **8th** semester of **Bachelor of Engineering (Mech)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> October 2022. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [ask.hrssc@rntbci.com](mailto:ask.hrssc@rntbci.com) and you are requested to submit the copies of self attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

**'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'**.

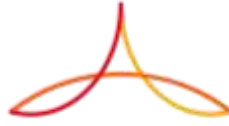
**Acceptance of Offer**

**Sincerely**

**Manali Chandrakant Patil**

**Venkata Subramanian**  
**Head – Talent Acquisition**  
**RNTBCI**

**Encl : Annexure 1**(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup), **Annexure 5**(Covering Letter for Medical Checkup), **Annexure 6**(Pre Test Requirement)



**Annexure 1  
(Salary Structure)**

Name	Manali Chandrakant Patil	
Designation	Trainee (Graduate Engineer)	
Department	VEHICLE AND COMPONENTS ENGINEERING	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15,000	1,80,000
PF (Employer Contribution)	1,800	21,600
PF (Employee Contribution)	1,800	21,600
Gratuity	722	8,658
<b>Sub Total – A</b>	<b>19,322</b>	<b>2,31,858</b>
<b>Benefit Basket – B</b>		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
<b>Sub Total - B</b>	<b>Total of Benefit basket</b>	
Special Allowance (Excess of 1 to 9 will be put here) – C (If Any)		
<b>Gross Salary = A+B+C</b>	<b>35,417</b>	<b>4,25,000</b>

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

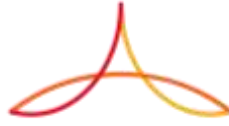
\* Company Group Insurance Scheme

- Group Mediciam Policy - for Self & nuclear family (Spouse & 2 children)
- Group Term Life Insurance - for Self
- Group Accidental Policy - for Self

\* Retirals

- Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

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**Annexure 1A  
(Salary Structure)**

<b>Component</b>	<b>Summary</b>
<b>Basic Salary</b>	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
<b>Retirals</b>	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
<b>FBP (Flexible Benefit Plan)</b>	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 50% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum. Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2022-2025.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP. Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
<b>Annual Gross Salary</b>	Basic Salary + Retirals + FBP
<b>Group Mediclaim Policy</b>	You will be covered under Company Group Insurance Floater Policy with a basis cover for the family (Employee+Spouse+2 dependent children below 25 years) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement upto Rs.5,00,000/-(Rupees Five Lakhs Only) per annum as per the designation band. All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Accidental Policy</b>	You will be covered under Company Group Accidental Insurance Policy for Rs.5,00,000/-(Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Term Life Insurance Policy</b>	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/-(Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

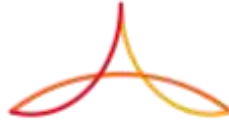
→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

\* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

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**Annexure 2**  
**(Check list of Documents)**

Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

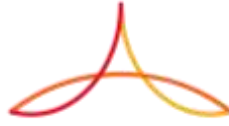
Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

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### **Annexure 3 (Terms & Conditions of Employment)**

#### **Compliance to Quality Standards**

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

#### **Training Period**

You will be on a Trainee (Graduate Engineer) training period for One Year from the date of joining,

#### **Confirmation of Service**

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an Engineer' and your revised annual gross salary as Engineer will be Rs.4,75,000/-(Rupees Four Lakhs Seventy Five Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

#### **Background Verification**

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

#### **Code of Conduct**

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

#### **Conflict of Interest**

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

#### **Medical**

The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

#### **Working Hours**

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

#### **Dress Code**

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings.

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Manali Chandrakant Patil



### Annexure 3 (Terms & Conditions of Employment)

#### **Personal Indebtedness**

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

#### **Posting / Transfer of Service**

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

#### **Training**

You will be provided adequate training as per company Trainee (Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

#### **Payroll**

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29<sup>th</sup> of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

#### **Passport & Pan Card**

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

#### **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

#### **Confidentiality Agreement**

This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

#### **Service Agreement**

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

#### **Intellectual Property Ownership:**

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

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RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

T +91 44 67481000  
F +91 44 67481150

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### Annexure 3 (Terms & Conditions of Employment)

#### Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

#### Termination of Service

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement; ('Service Agreement for Trainee (Graduate Engineer) Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

#### Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

#### Restraints

##### Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

##### Authorization

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

##### Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

#### Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

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T +91 44 67481000  
F +91 44 67481150

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## **Annexure 4 Mandatory Medical Checkup**

You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.

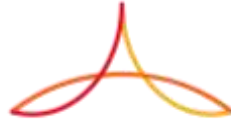
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CIN: U50401TN2007PTC064840

T +91 44 67481000  
F +91 44 67481150

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## Annexure 5

To,

The Centre Manager  
Apollo Clinic

Dear Sir / Madam,

### **Sub: Pre Employment Health Check up - Authorization Letter**

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Ms. Manali Chandrakant Patil
Offer Letter reference number	: HR/18580/Sep2022
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	: 18605007788

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### **For Office Use Only**

#### **Company Address for Billing:**

Renault Nissan Technology & Business Centre India Private Limited  
Ascendas IT Park, Mahindra World City SEZ  
Plot NoTP2/1, Natham Sub Post Office  
Chengalpet District  
Tamil Nadu – 603 004

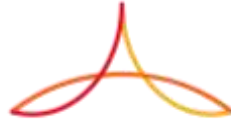
Reports to be shared at: Medical.officer@rntbci.com

Sincerely

**Venkata Subramanian**  
**Head – Talent Acquisition**  
**RNTBCI**

**Note:** Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

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## Annexure 6

### **PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP**

1. All Health Check Ups are conducted by prior appointments.
1. Fix Appointment through toll free 18605007788 before 24 hours of check-up
2. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
3. Minimum of 12 hours fasting is essential prior to the check-up.
4. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
5. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
6. If you are wearing contact lenses, please remove those 2 days prior to Health check.
7. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
8. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
9. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
10. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
11. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
12. An authorization letter from your company is required to avail of services paid for by the company.
13. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.

HR/18580/Sep2022  
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