

*** Personal and Confidential ***

Mr. Nithish Bhat
Hassan, Karnataka,
573214

Robert Bosch Engineering
and Business Solutions
Private Limited,
123 Industrial Layout,
Hosur Road, Koramangala,
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CIN: U72400KA1997PTC023164
www.bosch-india-software.com

Our reference: TN/24690/2020

Date: 02-Sep-2020

Dear **Mr. Nithish Bhat**,

This has reference to your application and the subsequent interview/s you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at RBEI at "**Level 50**" as detailed below.

1. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

2. Compensation

- Your annual CTC (Cost to Company) will be Rs. **5,00,000/-** (Rupees **Five Lakhs** only) per annum. Your CTC will comprise of Basic Salary, Buffet of Benefits (BoB), Variable Pay (CPrP) and Retrials benefits. The salary will be governed by the prevailing employment policies of the company as in force from time to time.
- The Variable Pay (CPrP - Company Performance related Pay) planned for the year **2020** (payable in April-**2021**) at factor EAV 1.0 of company performance is 10% of the Annual Earned Salary (Basic Salary + Buffet of Benefits) for associates at your level. However, the actual amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus.
- Please refer to **Annexure I** to know more details about your compensation package.

Your remuneration is strictly confidential between you and the Company. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.



3.1 Company's contribution towards Provident Fund at 12% of the basic salary per month.

3.3 You will also be eligible to subscribe under National Pension System (Optional) as per the policy.

During your employment tenure with us, you will be covered under company provided insurance:

4.2 Personal Accident Insurance - for self only.

The aforementioned prerequisites are subject to alteration and amendment.

Salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year, depending on performance during the year.

This offer of employment is valid subject to your scoring a minimum of 70% aggregate with no current backlogs in Degree and 70% score consistently from SSLC onwards.

You will retire from the services of the company on attaining the age of superannuation. The retirement age in Bosch is 60 years.

You will be entitled to 18 days of Earned Leave, 12 days of General Leave, subject to the terms and condition as per the prevailing leave policy.

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure III**.

10.1 The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. Further, if you have any trade or business interest and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

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10.2 If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with RBEI and/ or undertake a business that is in competition with RBEI. In the event you leave the Company within **One Year** after such training period, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

10.3 You have to submit a copy of your current Degree certificate / Provisional certificate and all semester marks sheets / Consolidated mark sheet on your said date of joining.

11. Transferability

Initially you will be posted at our Bangalore / Coimbatore location, however you may be transferred to provide your services to any of our existing / future establishments, sister concerns of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

12. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

13. Termination

The notice period for termination of employment on either side will be Three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

14. Medical Fitness

This offer is provisional, subject to you being declared medically fit by our Medical Officer. On the day of joining you are required to furnish an eye fitness certificate as mentioned in the **Annexure II** appended to this letter.

15. Personal Information

This employment offer is made based on the information given by you in the RBEI application form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.



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Annexure II

You are required to bring the following documents at the time of joining the Company:

I. Original documents for verification process

Academic documents

1. Education Certificates: Degree certificate (Degree / Master's Degree)
2. Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
3. Employment documents for previous company/s, if applicable
4. Relieving letter & Experience/Service Letter from your current employer/immediate previous company along with photocopy of the document if the same is not uploaded in the 'First step' tool

General documents

1. ID / address proof document: PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
2. Cancelled cheque leaf

II. Submission of statutory documents

If under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly Gross Salary is less than Rs.21,000/- (Mandatory))



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6. Punctuality

The employee shall come a few minutes earlier than the scheduled time and set an example to others, especially those who either work under him or report to him.

7. Search

Normally, employees are not likely to be searched while entering or leaving the premises of the Company.

However, the Management has the right to search employees as and when they so decide and at such times, the employees shall freely allow themselves as well as their vehicles to be searched.

8. Identity Badge

The employees are provided with Identity Badges which shall be displayed while being inside the premises of the Company and is required to be shown as and when demanded by the authorities notified in this respect.

Employees shall not under any circumstances give custody of their badge to any other person and in case any other person enters the premises, the employee shall be liable for all the consequences. In case of loss of badge, employee shall report the same immediately to the company.

9. Misconduct

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, the employee is found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services of the employee shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

10. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 60 years. However; you may be retired at any stage before Sixty Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 60 years will be determined as per the age/date of birth recorded in the company's records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

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16. Background Check and References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency relating to your education and address.

17. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter, to your placement officer.

We welcome you to the organization and look forward for a long and mutually beneficial association.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

Robert Bosch Engineering and Business Solutions Private Limited

Venu Gopal V V
General Manager
(Human Resources)

Bharath Kakaiah
Senior HR Officer
(Human Resources)

I agree and accept the above terms and conditions and confirm that I will join duty on _____

Name

Signature

Date



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14. Use of Bosch Information Systems

Every employee shall use Bosch IT - equipment for business purposes only.

Employee shall not install unauthorized / pirated software on any part of Bosch's Information System. Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

Direct connection of the workstation/notebooks to external networks e.g., via ISDN, modem or radio connections is prohibited. Employee, while using Bosch IT equipment, shall access internet only through Bosch Corporate Network firewall systems. Employee shall not download software from internet unless business assignment requires it.

The employee shall not forward, send, access, download or store (via Bosch Information systems) (1) contents that are pornographic or unprofessional in nature (2) contents that promote crime, violence and racism which a reasonable person would anticipate to offend, humiliate, intimidate someone. Employee shall not distribute information, comments and contents which do not promote the company's interest and objectives. Employee shall not send, forward or distribute chain letters. The passing on of chain letters is forbidden as a matter of principle.

The employee should not receive unsolicited data: the contents of which in his opinion may breach the terms of these conditions, if any such information be received, it must be immediately and effectively deleted.

Employee shall ensure that confidential data is encrypted and stored, if technically feasible.

The Bosch Information systems (including E-mail, internet and intranet services) are made available to the employee as a Bosch resource. The company reserves the right to monitor data transmitted / stored by the employee and act on the breaches of this agreement. Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

15. Intellectual Property Rights

If at any time during the employment or one year thereafter, the employee shall make, perfect, discover or acquire any new invention or any improvement or improvements in or relating to the design and / or process of manufacture and / or finishing of goods either patented or patentable, copyrightable or any interest therein, he shall forthwith communicate the same to the Company, in whom the same shall there upon vest absolutely and who may with or without the concurrence of the employee obtain registration certificate of Patent, Copyrights, Trademark in respect thereof, and the employee shall do all things necessary for obtaining and legally vesting such certificate of patent in the Company or its nominees and the remuneration (if any) paid to the employee for any such invention shall be as determined by the Management after consideration of each particular case.



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3. Accepting Gifts, Presents / Invitation to Parties and private Functions

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, the employee may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use the employee to indirectly influence a decision of the Company, in which the host is interested. Whatever may be the intention of the host and in whichever form the reward is made, the employee shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, color, religious and political beliefs. The employee shall, in the discharge of his duties abide by and uphold this principle of non-discrimination.

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.



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From:

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Name      :Nithish Bhat
Emp No    :
DoJ       :
Dept      :
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To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

"RULES & REGULATIONS OF SERVICE AND CONDUCT".

I agree to abide by the Terms and Conditions contained in the **"RULES & REGULATIONS OF SERVICE AND CONDUCT"**.

Yours faithfully

Date :

Place :



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