



Newgen Software Technologies Limited

CIN: L72200DLI992PLC049074, B-19, Sector 132, Noida 201304, UP India

Tel: +91 120 6086444

Ref no: DC/2022-23/007635

November 11, 2022

Ms. Tanya Gupta
Shriji And Sons, Tejendra Nath Gali,
Dal Bazaar,
Gwalior,
Madhya Pradesh - 474001

Sub: - Offer Letter For Training

Dear Ms. Gupta,

Congratulations! We are pleased to inform you that you are one of the chosen few who have proven their worth in 'NEW...GENESIS' - our Campus Engagement Program.

We are a leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. We celebrate 3 decades of transforming the businesses of our customers globally with speed, agility and passion. Our new logo reinforces all this and our company's zeal to do more. You will have the opportunity to be part of the growth engine which will fuel the zeal to deliver world class productized software solutions in the business domains of today and tomorrow.

With this, we are pleased to offer you **six (6)** months training with us starting **January 2023**. During the training period you will be designated as **Application Engineer (T)** and will be paid a stipend of **₹ 20000/- per month**. By the end of the successful completion of your training based on your performance during and at the end of training period, and on getting awarded with degree from your respective university, you will be appointed as **Application Engineer** in **July 2023** and detailed employment letter will be issued to you.

You are required to report for your training in **January 2023** at **B-19, Sector - 132, Noida (U.P)-201304**.

The Joining date will be communicated in the joining email one month prior to onboarding.

During this period, you are required to abide by the terms & conditions annexed here to.

We wish you a long and rewarding career with us.

For **Newgen Software Technologies Limited**

Surender Jeet Raj

Senior Vice President-HRD



**This is a system generated offer letter, hence does not require signature.

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TERMS AND CONDITIONS OF TRAINING OFFERED TO
MS. TANYA GUPTA

1. Your appointment or continuance in the training is subject to:
 - i. The satisfactory verification of your character, antecedents and testimonials.
 - ii. The authenticity & accuracy of the details provided by you to the company would enable us to judge your suitability for employment. It is assumed that the details you have provided are true to the best of your knowledge and belief. Should it be found afterwards at any stage that you have given wrong information/misrepresented the facts, your services are liable to be summarily terminated.
 - iii. You are being found medically fit and continuing to remain medically fit. Before joining your duty, you are required to produce a medical fitness certificate issued by a Medical officer of a recognized Govt. hospital in a defined Performa.
2. You can be transferred/posted/deputed from time to time, as & when necessary keeping in mind the nature of work assigned to you at the sole discretion of the Company, anywhere in or outside India, to any of company's department(s) or location(s) or regional office(s) or to the department(s) or location(s) or branch (es) or rolls of any of its subsidiaries or associates, presently existing or which may be setup in the future.
3. You understand that you will be bound by relevant provisions of Newgen Work From Home Policy, and during work from Home scenario you shall seek prior permission from your Reporting Manager if leaving work location city and would be ready to return to work location within 2 days from the date of intimation by Reporting Manager. In case of verbal communication due to any emergency, you shall intimate in writing at the earliest but not later than 5 days from such change of location.
4. You may be required to work in shifts, if and when fixed by the company from time to time as per business requirements and the applicable rules will apply in that regard.
5. You will be required to implement and act in accordance with the Company's Information Security Management System (ISMS), and protect assets from unauthorized access, disclosure, modification, destruction or interference.
6. You will be bound by the Code of Conduct and other rules, regulations, policies and orders issued by the company from time to time in relation to your conduct, discipline and service conditions etc. as if these conduct rules, regulations, policies et al, were part of this contract of appointment. Company reserves the right to alter/rescind the terms & conditions of service at its discretion.
7. In case of you being found violating or not biding by the Code of Conduct and other rules, systems, regulations policies and orders issued by the company, you will be liable for disciplinary action under the Disciplinary Action Policy of the Company.
8. You understand and agree that you will be bound by the service agreement during the period of your training and one year after completion of your training period. In case of breach of any of the terms as stipulated in the service agreement, Newgen will be entitled to take action as deemed fit.
9. On the day of your joining the Company, you will be required to sign the Non-Disclosure Agreement, which covers Company's right to protect the inventions, discoveries, ideas, proprietary & confidential information & any similar or related rights and maintaining it secrecy during and after your employment.
10. Kindly carry original copies and one attested photocopy of the documents listed in Annexure B. If you accept this offer, kindly notify your acceptance by signing the attached copy of this letter and return it to us.

I confirm that I have read and understood the above terms & conditions as applicable during my training period and accept my obligations and liability pertaining to them.