



genpact

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CPG012065-2279519

Genpact Proprietary

Private & Confidential

Date: June 13, 2019

Dear Dinesh Singh

Sub: Appointment Letter

We are pleased to offer you an appointment with Genpact India Pvt. Ltd. ("Company") as a **Management Trainee** under the following terms and conditions:

1. Your Cost to the Company (CTC) will be **INR 420,000.00/-** per annum. The components of your salary are provided in Annexure II and would be governed by Company policies as amended from time to time. In addition to the salary components indicated in Annexure II, you shall also be entitled to the following benefits as per applicable Company Policies & rules during your tenure with Genpact India:

- Genpact pays bonus to all its employees based on performance/ productivity in lieu of profit based bonus under the Payment of Bonus Act, 1965 ("PBA"), if applicable. Your bonus entitlement during an accounting year may comprise of different categories of bonus payouts, including annual performance bonus ("APB"), variable incentive payout ("VIC") (if applicable) and other bonus payouts (if any) as communicated to you by the Company from time to time and based on parameters that Genpact will determine. In the event the PBA is applicable to you, then by accepting this offer of employment you acknowledge that this letter constitutes an agreement between you and Genpact under Section 31A of the PBA.
- Medical insurance covering hospitalization expenses of up to **INR 100,000.00/-** each for you and up to three of your dependents defined as per Company medical insurance scheme. Only spouse and children can be covered as dependents.
- Personal Accident Insurance of up to **INR 2,000,000.00/-** for Permanent / Temporary Disabled.
- Group Term Life Insurance cover of **INR 2000000/-**
- Additional Life Insurance Cover of **INR 601,000.00/-** as part of Employee Deposit linked Insurance (EDLI) Scheme.

2. You will also be reimbursed business related expenses incurred in accordance with relevant Company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties, and will be conveyed to you at the time of accepting this assignment.

3. Your initial place of work will be **India>Noida**. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India or abroad where Genpact conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office – except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide documents and information as set forth under Annexure I of this letter.

Genpact India Private Limited
(Formerly Known as Empower Research
Knowledge Services Pvt. Ltd.)
CIN: U73100DL2005PTC307363
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