



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

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Fax: +91 080 6681 3334
ey.com

19 January, 2024

**Mr Shabeer Shah K
Kunnummal House, Vavad,
Koduvally,Opp. Cee Pee Marbles,
Kozhikode,
Kerala - 673572**

**Contact No: 8943765153
Email: shabeershah.kdy@gmail.com**

Dear **Shabeer** ,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP "(the " Firm") subject to the following terms and conditions:

1. CONTRACT PERIOD AND POSITION:

The period of contract is fixed for a period of 5 months starting from 29 January, 2024 and ends on 28 June, 2024.You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. DUTIES :

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

3. WORKING HOURS :

Your standard working hours will be 45 hours a week.Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING :

As per our discussion your date of joining will be **29 January, 2024**



Your Work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

You will be invited to attend a 1-day **in-person** orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

5. COMPENSATION AND DETAILS:

You shall be paid a fixed compensation of INR 23,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

6. TRANSFERABILITY :

Your initial place of posting will be Bangalore. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

7. CONFIDENTIALITY :

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

8. INTELLECTUAL PROPERTY :

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

9. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.



10. PROVIDENT FUND:

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

11. NOTICE PERIOD; TERMINATION :

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the Internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

12. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.

13. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.



14. DUAL EMPLOYMENT :

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

15. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

16. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Rahul.Dasgupta

Reason: Offer Letter

Location: Bangalore

Date: 01/19/2024 19:48:15

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed:  1/19/2024
Date: _____

Name: _____
Shabeer Shah K

**Annexure A**

Dear **Shabeer**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependent parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	

**Annexure B**

Name	Shabeer Shah K		
Rank	51	Service Line: TAX	
Contract Period	From		To
	29 January, 2024		28 June, 2024
COMPONENTS		Per Month (INR)	Annual (INR)
Basic Salary		9,200	1,10,400
House Rent Allowance (HRA)		4,600	55,200
Advanced Statutory Bonus		3700	44400
Other allowance including flexible		2,739	32,864
Employer's ESI contribution		961	11,536
Employer's Provident Fund (PF) contribution		1,800	21,600
Total Cost to Firm (CTC)		23,000	2,76,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		14,945
Total of Benefits		14,945

Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

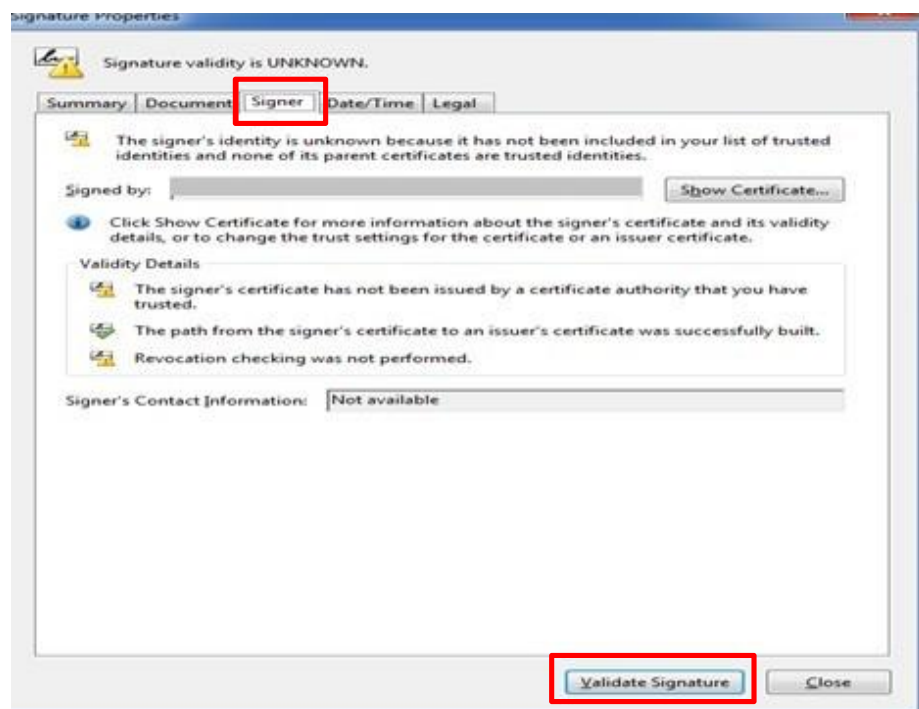


Steps to be followed for digital signature validation:-

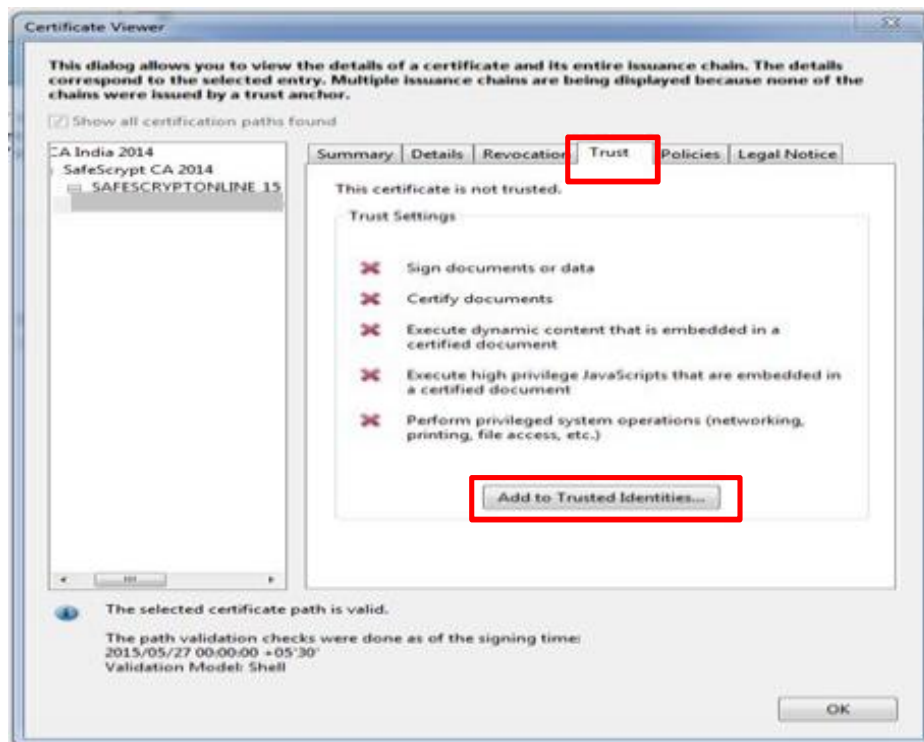
- Click on the digital signature (*which has the question mark*)
- Click on 'Signature properties'



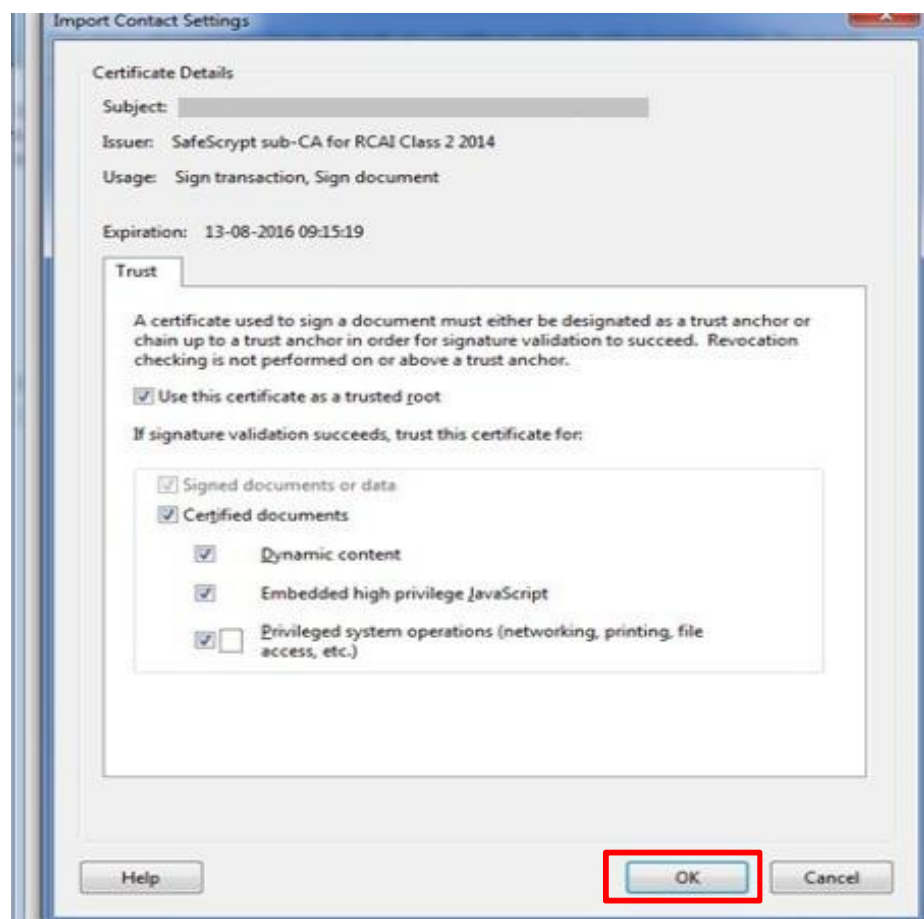
- Click on 'Signer Tab' and click on 'Validate Signature'



- Go to 'Trust' tab and click on 'Add to Trusted Identities'



Click on 'OK' and close the file



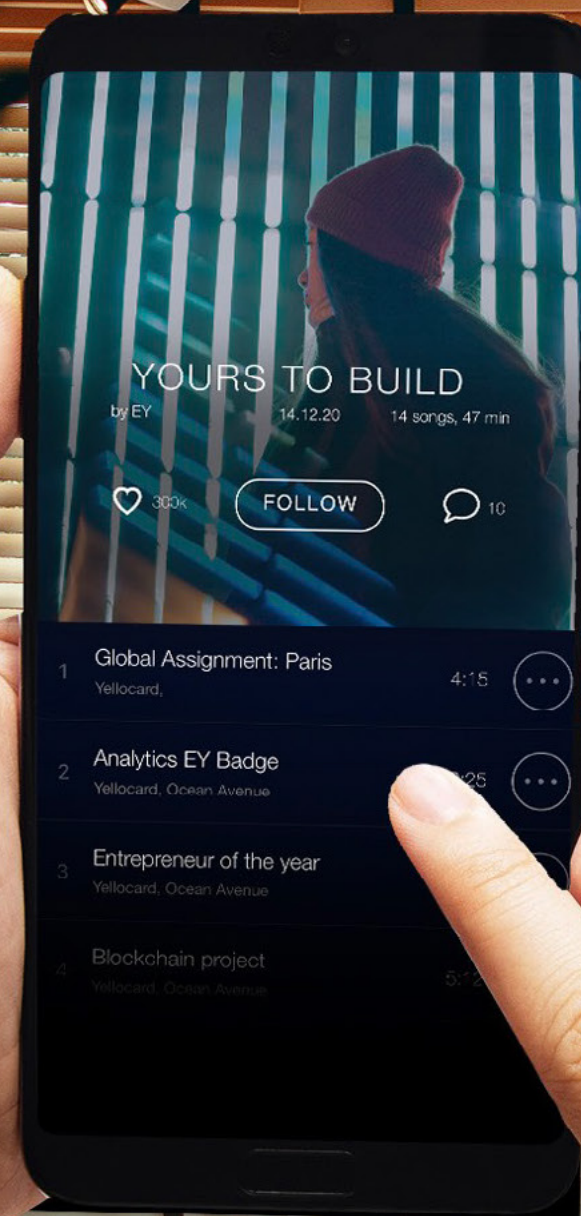
Digital signature once validated, a green tick will appear on your offer letter

Signature valid

Signed by : SHANTHARAM Y. DOUBBILISHETTY
Date : 17-Nov-2017 16:44:23
Location : Bangalore

What if you could personalize your career like you do your playlists?

A career as unique as you are.
It's yours to build.



■ ■ ■
The better the question.
The better the answer.
The better the world works.

EY
Building a better
working world

Getting started at EY



EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our "North Star", guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28
regions

150
countries

300,000
professionals

3
geographic areas

Americas; Europe, Middle East
India and Africa (EMEIA); Asia-Pacific

“
The EY organization
is a place where
aspirations are
nurtured, guidance
is provided and
ambitions achieved.”



Shahid Azam
Legal,
EY Global Delivery Services,
United Kingdom.

NextWave strategy



About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

EY values

We are:

- ▶ People who demonstrate integrity, respect and teaming
- ▶ People with energy, enthusiasm and the courage to lead
- ▶ People who build relationships based on doing the right thing

“

EY is an ambitious organization that thinks long-term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos
Global Services-IT
EY Global Delivery Services Poland.

EY awards



Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

FORTUNE magazine's "100 Best Companies to Work For®"

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

Best Workplaces in Consulting and Professional Services

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

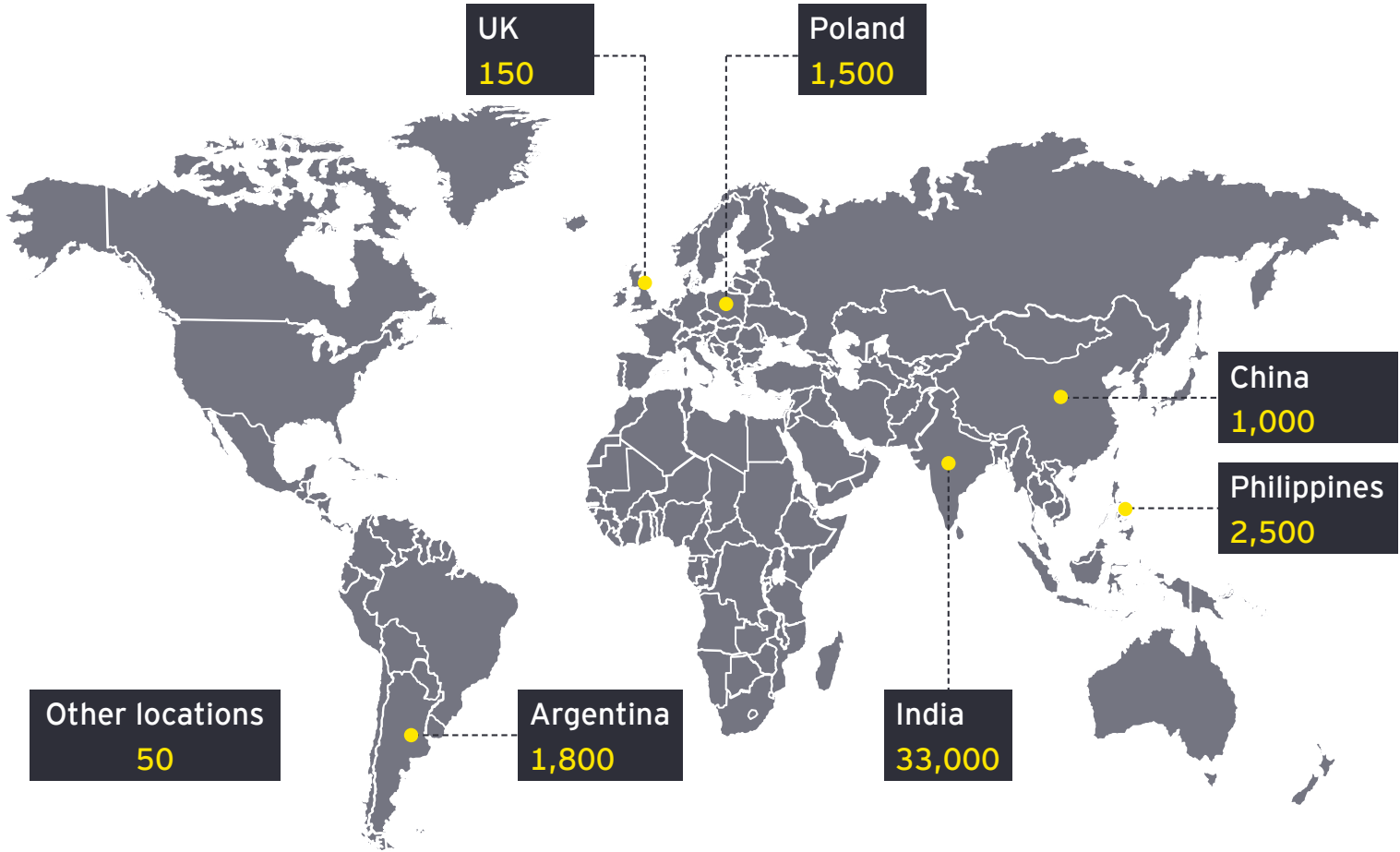
Best Employers: Excellence in Health and Well-being

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

Diversity Best Practices Leading Inclusion Index

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

EY Global Delivery Services



EY Global Delivery Services overview

Global Delivery Services is one of EY’s greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY’s client serving and enablement teams.

With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

- 6 locations
- 16 cities
- 15 services
- 18 years of existence
- 18 language capabilities
- over 40,000 professionals

“EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!”



Vighnesha Adiga
Knowledge,
EY Global Delivery Services India.

Global Delivery Services awards



Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

UiPath award

Jury recognition award in “Excellence in IT Operations Automation”.

World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

Working Mother and Avtar group

2020 Top 10 Best Company for Women in India
2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

Our services



Client services

EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- Assurance
- Consulting
- Tax
- Strategy and Transactions
- Knowledge

“

Inspired by true leaders who lead by example, I’ve the exposure to work on many cutting–edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib
Consulting,
EY Global Delivery Services India.

Our services



Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- Administration and Workplace Services
- Creative Agency Services
- Finance and Accounting Services
- Learning Solution Services
- Market Services
- Procurement Services
- Risk Management Services
- Talent Services

“

It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao
Talent,
EY Global Delivery Services India.

EY Badges and Tech MBA



EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.



Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.

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EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B
Talent,
EY Global Delivery Services India.

Total Rewards



Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/ base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

EY professionals benefits package is inclusive of:

- Workplace experiences
- Awards and recognition
- Flexible working
- Enhanced insurance coverage
- Lifestyle discounting platforms
- Leave and vacation
- Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

“
This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky
Brand, Marketing and Communications,
EY Global Delivery Services Argentina.

Building our communities



EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they'll need to find and sustain meaningful work.

Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

“

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun
Assurance,
EY Global Delivery Services China.

Diversity and inclusiveness



Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

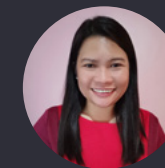
Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.

“

At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito
Global Procurement,
EY Global Delivery Services Philippines.

EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

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