

Date: 23-05-2018

To

Mr A Gunasekhar

S/o Sri A Adhikesavulu Naidu

22-30, Manikyarayani Palli (V), Thruru Palli (P), Penumuru(MD), Chittoor(DT), AP - 517126

Dear Mr A Gunasekhar,

Congratulations... welcoming you On-Board to BSCPL family on 05th July 2018

Sub: Offer of Employment

In continuation to our letter BSCPL/HO-HR/REC/2018/76 dated 24-April-2018 addressed to your College communicating about the selection of your candidature for our organisation as **Graduate Engineer Trainee – Civil** based on the campus selection process, we are pleased to make this employment offer with the following particulars and the terms as mentioned in the attached **Pre-Employment Agreement**:

- Annual CTC** : ₹262,099/- (Rupees Two Lakh(s) Sixty Two Thousand Ninety Nine Only) including Fixed Service Bonus (FSB).
- Induction & Initial Training** : You will undergo induction, initial training and orientation at one of our project camp in South India about a month (location & address will be communicated to you through E-Mail on or before 20th June 2018).
- Location of Posting** : After the induction, training and orientation, your location of posting will be communicated.
- Accommodation & Food** : Free of cost at the Project Location where you will be posted.
- Training Period** : As Graduate Engineer Trainee, your initial training period will be one year from the date of joining which may be extended based on the progress review after one year. On successful completion of the training period, there will be a re-fixation of designation. However, revision of salary will be done at the time of scheduled performance appraisal.

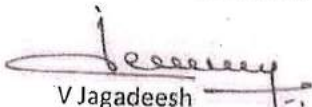
This offer is valid for you to continue on the employment subject to passing out of your final year result of graduation in civil engineering without any backlog and obtaining provisional certificate of graduation within a reasonable period of time after final year result declaration by the University.

The detailed appointment letter will be issued to you immediately after your final year exam result declaration and obtaining a course completion certificate from the College with declaration of no course backlog.

Please signify your acceptance of this offer by signing below and return the same along with the signed pre-employment agreement for our records.

We heartily welcome you to BSCPL family and look forward to having you on-board soon!

For BSCPL Infrastructure Limited


V Jagadeesh
Chief General Manager





BSCPL Infrastructure Ltd. CIN : U45203AP1998PLC029154

8-2-502/1/A, JIVI Towers, Road No.7, Banjara Hills, Hyderabad - 500 034.

Tel : +91 40 23307704, 23307831, Fax : +91 40 23307385,

Email : info@bscpl.net Web : www.bscpl.net



PRE-EMPLOYMENT AGREEMENT



This agreement made on 02nd May 2018 between M/s BSCPL Infrastructure Limited, a Company registered under the provision of Companies Act 1956 and having its Registered Office at # 8-2-502/1/A, JIVI Towers, Road No. 7, Banjara Hills, Hyderabad – 500 034, Telangana State hereinafter called “the Company” through its authorized signatory which expression shall unless repugnant to the context or meaning thereof, mean and include its successors and assigns of the one part and

Sri A Gunasekhar aged 21 Years resident of 22-30, Manikyarayani Palli (V), Thruru Palli (P), Penumuru(MD), Chittoor(DT), AP - 517126, hereinafter called “the Candidate” and subsequently on joining called “the Employee”, which expression shall unless repugnant to the context or meaning thereof mean and include, his heirs, executors, administrators, and assigns on the other part.

Whereas the Company has conducted a Campus Recruitment for the Graduate Civil Engineers at Siddhartha, Tirupathi on 10-April-2018 through the introduction of the Company, Written Test, Technical and HR Interviews based on the criteria of the students as presented by the College and the Students. After a due selection process based on the Company’s internal assessment system and adopted criteria, the Company has communicated to the College vide Letter BSCPL/HO-HR/REC/2018/76 dated 24-April-2018 about the selection of the above referred Candidate.

Whereas the said Candidate is required to enter into an Agreement and the parties hereto are desirous of recording the said terms & conditions.

1. That the Company has selected the said Candidate as **Graduate Engineer Trainee - Civil** for the Company, which will be an opportunity for the Candidate to learn, take up functions assigned to him from time to time and develop career with the Company.
2. That the initial training period will be indicatively one year from the date of joining which may be extended based on the progress review after one year. On successful completion of the training period, there will be a re-fixation of designation. However, revision of salary will be done at the time of scheduled performance appraisal.
3. That, the said employee shall, during the tenure of his service be entitled to the notified Salary (as communicated to the College in the selection announcement) which will be part of the Offer Letter and Appointment Letter.

Further the agreement period will commence from the date of joining with the Fixed Service Bonus period of 60 (Sixty months) months as under:

- (a) Upon completion of 30 months, along with 31st month salary an amount of Rs 1,00,000/- (Rupees One Lakh only) will be paid by the Company to the Employee;
- (b) Upon completion of 45 months, along with 46th month salary an amount of Rs 75,000/- (Rupees Seventy-five Thousand only) will be paid by the Company to the Employee;

(Signature of the Candidate)

Page 1 of 4

(Signature of the Employer)



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- (c) Upon completion of 60 months, along with the 61st month salary an amount of Rs 1,25,000/- (Rupees One Lakh Twenty-five Thousand only) will be paid by the Company to the Employee.
4. That the said employee shall in the discharge of his duties conform to and comply with all the rules and regulations and directions of the Company and the statutory guidelines from time to time, and shall not do or cause to be done anything against the interest of the Company.
 5. That the said employee shall, during the said terms, employ himself efficiently and diligently and to the best of his ability and shall devote his whole time and attention to the assignment generally the PROJECT SITE WORK, carry out duties and work as assigned to him and shall obey and comply with all lawful order and directions given to him by the assigned PROJECT MANAGER / PROJECT LEADER or Officers superior to him, and shall honestly, diligently and faithfully serve the Company and use his utmost endeavor to promote the interest of the Company and make use of the opportunity for maximum learning.
 6. That the said employee shall not during the period of this agreement work directly or indirectly in any trade or business either as employer or partner or advisor or in any other capacity.
 7. That the said employee shall be just and faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whatsoever and shall use his best endeavors to prevent the publication or disclosure of any trade secret or any information concerning management decision of the Company or of its dealings, transactions, or affairs which may come to his knowledge.
 8. That, this agreement shall be determined upon the death of the said employee and in that event, his legal heirs, executors, and administrators shall be entitled to a proportionate part of his salary and other legal dues computed till the date of his death and the employee's heirs, executors, and administrators, shall not be liable to pay any liquidated damages.
 9. That, if at any time during his employment, the said employee is found guilty of misconduct or any willful breach or continuous negligence of the terms of this agreement or dereliction of the duties and / or instructions given to him from time to time by the Company, the Company may without prejudice to any other action as may be called for without any notice or payment in lieu of any notice, put an end to and determine the employment and said employee with the Company, without prejudice to the above. The employee shall be deemed to have brought about such a situation by his misconduct compelling the Company to put an end to his services and the employee shall therefore, continue to be liable for all losses / damages to the Company, and the determining such situation will be based on the continuous comprehensive evaluation.
 10. That the employer shall not ordinarily terminate the services of the employee during the agreed tenure of Fixed Service Bonus, but if it becomes necessary to dispense with the services of the employee for any reason other than those mentioned as per appointment terms.

(Signature of the Candidate)

Page 2 of 4

(Signature of the Employer)





11. **Understanding:** The Candidate has clearly understood the Company's plan, intention to recruiting him and he has expressed an explicit commitment towards the same. And any breach of the conditions from his side will affect the Company for the effort the company has put in vitally viz:
- Organization development plans as laid down by the Company;
 - Cost of Training being incurred;
 - Loss of alternate resource selection;
 - Special compensation offered to the Employee is different from normal course. Rs12,000/- p.m is the normal salary per month paid to a fresh Engineer whereas the Company has offered a special salary which has an additional cost implication of Rs9000/- p.m including Fixed Service Bonus (FSB).

The Candidate fully understands from the information available to him that the Company spends approximately Rs6,50,000/- (Rupees Six Lakh Fifty Thousand) for two years towards the extent of the above factors and the initial first 2 years would be a learning on-the-job and the productivity to the Company would be minimal and the actual effect and contribution to the Company from the candidate's side would begin only in the third year from which period his career growth begins and therefore this mutual understanding that the employee will serve the organization for a longer period of time to be mutually beneficial and hence this agreement.

12. That the said employee shall not leave the service of the Company ordinarily until the completion of the period of Fixed Service Bonus with a view of the cost, cause and effect that the Company is investing in the Employee. If he leaves services in breach of this agreement, the following conditions shall be attracted.

- (a) **Liquidated Damages/Minimum Liability:** That the said employee agrees to pay to the company an amount of Rs4,000 per month (the difference between the special salary earned by you from the Company and the normal market salary as mentioned in the Clause No. 11 above. However the normal market salary will be determined at an incremental value at the rate of the yearly increment if any as secured by you from the Company in event of any such settlement) for every service month completed towards liquidated damages for premature termination of the agreement at the instance of the employee, during the first five years. The said amount has been mutually agreed by and between the parties considering the circumstances of the case and considering all the facts including the fact that the loss that will be suffered by the Company on this account mainly for training expenses including the cost of infrastructure, special salary package offered than normal course as explained in the above referred clause.

The said amount has been mutually agreed by and between the parties considering the circumstances of the case and also all the facts including the fact that the loss that will be suffered by the Company on this account (mainly for training expenses including the cost of infrastructure) cannot be ascertained in terms of money and it shall not be open to the employee in the event of any claim being made against him under this agreement, to plead that the amount of damages is excessive or that it tantamount to penalty or that it is otherwise irrecoverable according to law.

(Signature of the Candidate)

Page 3 of 4

(Signature of the Employer)

(Handwritten signature)



- (b) During the training period of first one year, there will be a continuous comprehensive evaluation of the ability to understand works assigned, attitude towards work etc., which will be the determining factors for arriving the performance rating. Poor Performance rating shall mean demonstrating continuous inability of grasping the technical guidance, team skill etc., and in such cases the Company reserves the right to take decision on the employee on his extending the training period or terminating the employment with the Company with or without notice and in which case there is no notice period compensation payable by the Company but the minimum liability clause will be applicable to the employee as mentioned in clause (A) above.
- (c) That in addition to the liquidated damages, the said employee shall pay to the Company as specific damages, a sum of money, computed as damages actually suffered and attributed directly or indirectly, to the premature termination of agreement at the instance of the said employee by his leaving the service of the company due to misconduct or otherwise, before the completion of the tenure specified herein earlier.
- (d) That the said employee shall undergo training and work during the service period in India or abroad as and when required by the Company. In case the employee is required to take training abroad, and is so sponsored by the Company, the employee would be required to sign a separate agreement.
- (e) That in the event of any dispute or difference arising between parties hereto either during subsistence of this agreement or afterwards relating to this agreement, the same shall be referred to the Arbitration of the Company whose decision shall be final and binding on the parties. The provisions, of the Indian Arbitration Act, 1940 or any statutory modification or re-enactment thereof for the time being in force shall be applicable in HYDERABAD courts alone will have exclusive jurisdiction in all the matters connected with this agreement.

13. Upon joining the Company, this agreement forms integral part of the appointment letter.

IN WITNESS WHEREOF the parties hereto have set their hands to this agreement on the day, month and year first about written.

Signature of the Candidate: Date:.....

Witness Candidate Side:

Witness Company Side:

Name:

Name:

Location:

Location:

Date:

Date:

For BSCPL INFRASTRUCTURE LIMITED

[Handwritten Signature]
Chief General Manager

(Signature of the Employer)

(Signature of the Candidate)

[Handwritten Signature]



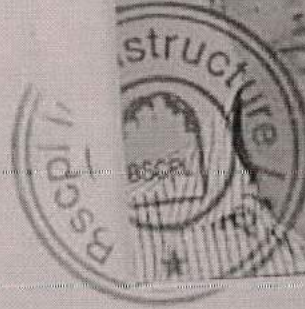


BSCPL Infrastructure Ltd.

JIVI Towers, Road No: 7, Banjara Hills,
Hyderabad - 500034

Employee Name:
A Gunasekhar

Designation:
Graduate Engineer Trainee - Civil



Date:23-05-2018



To
Mr Govardhan Reddy.K
S/o Sri K Bala Gangi Reddy
Gangadevipalli, Agadur, Y.S.R Cuddapah

Dear Govardhan Reddy.K

Congratulations...welcoming you On-Board to BSCPL family on 05th July 2018

Sub: Offer of Employment

In continuation to our letter BSCPL/HO-HR/REC/2018/75 dated 24-April-2018 addressed to your College communicating about the selection of your candidature for our organisation as *Graduate Engineer Trainee – Civil* based on the campus selection process, we are pleased to make this employment offer with the following particulars and the terms as mentioned in the attached *Pre-Employment Agreement*:

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For BSCPL Infrastructure Limited

V Jagadeesh
Chief General Manager



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Date:23-05-2018

To

Mr B Hitesh Kumar Reddy
S/o Sri B.Balasubramanyam Reddy
13-7-920/A,Korlagunta,Tirupathi



Dear B Hitesh Kumar Reddy

Congratulations...welcoming you On-Board to BSCPL family on 05th July 2018

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V Jagadeesh
Chief General Manager



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Date:23-05-2018



To
Mr Lava Kumar.M
S/o Sri M Gangadharam
Singalagunta, Tirupati - 517501

Dear Lava Kumar.M

Congratulations ...welcoming you On-Board to BSCPL family on 05th July 2018

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Chief General Manager



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Date:23-05-2018



To
Mr Vishnuvardhan Reddy.C
S/o Sri C Varada Reddy
Peddiraju Palli (V&P), B Matam (M), Kadapa - 516 502

Dear Vishnuvardhan Reddy.C

Congratulations ... welcoming you On-Board to BSCPL family on 05th July 2018

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In continuation to our letter BSCPL/HO-HR/REC/2018/72 dated 24-April-2018 addressed to your College communicating about the selection of your candidature for our organisation as *Graduate Engineer Trainee - Civil* based on the campus selection process, we are pleased to make this employment offer with the following particulars and the terms as mentioned in the attached *Pre-Employment Agreement*:

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For BSCPL Infrastructure Limited

V Jagadeesh
Chief General Manager



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ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

S Fayaz.
5-66/1, M Kotthur,
Theertam,
Baireddypalle,
Chittoor-517415.

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/- (Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

I. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other

Benefits will remain in fact. Also the management can shift the premises anywhere in India and you will report for work at the shifted place. On transfer. You will be paid wages as per the minimum rates either fixed and /or revised by the prescribed authority under the minimum wages Act of that state which may be lessor or higher than your wages being drawn at the time of transfer

3. You shall bear your own taxes that shall be deducted from your salary and/or other dues. For going on duty outside place or employment. you shall be governed by TA/DA rules of the company, if applicable in your case.

4. After confirmation, your services are liable to termination at one month's notice on resignation or forfeit one month's wages. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the Company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also, if you are found suffering from any infections/contagious disease, the Company may at discretion terminate your services.

5. That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so deducted about your seeking of employment. it will amount to breach of trust on your part.

6. That on cessation of your employment with us, you will be under an obligation not to join, for period of six months, any competitor unless permitted by the management.

7. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.

8. You will strictly observe punctuality, however, in exceptional circumstances expressly explained by you, the management shall allow a grace period up to 10 minutes at the start of your duty period but you shall not be allowed to join duties later than one hour of the starting time and will be marked as absent. In case you will come later than 10 minutes on three days in a month, your one day leave shall be deducted for every such three days on which you will come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as stated herein above, disciplinary action for habitual late coming can also be initiated.

9. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organisation and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attended classes without prior and written approval of the management.

10. For any service or notice or communication of whatever kind you will be informed by ordinary post or through courier at the address given by you at the time of employment or such other address which you may hereafter intimate to the management. The management may also post a copy of the letter on the notice board which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address. Also, you will not refuse to accept any communication as offered to you for personal delivery.

11. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management withdraws an irresistible presumption that by remaining absent continuously and unauthorisedly, you have abandoned your job.

12. Privilege/Earned leave shall be allowed as per law. Grant of leave will depend on the exigencies of work and shall be at the discretion of the management. Before proceeding on leave, you will have to apply for leave 15 days in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be made in advance so as to reach positively before the expiry of leave originally granted.

13. The management shall have the right to require you to subject yourself at any time during employment with the Company to medical examination. If you are not found medically fit, you may be terminated at any time by giving you one month's notice or salary in lieu thereof.

14. You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct, discipline leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. The Management reserves the right to modify, after or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

15. During the tenure of service, you will keep your emoluments secret from other members of this organisation and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.

16. Your increments/promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organisation.

17. That in case of resignation, the Management Reserves the rights to adopt it with immediate effect whereas during that period, you will not join and organization without written permission of the Management.

18. That on resigning from the job, you will be required to give three months advance notice and acceptance of three months salary in lieu of notice will be at the discretion of the management.

19. That no earned leave even due will be sanctioned during one months notice period on termination by the management or during three months notice period on resignation from the job.

20. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.

21. This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventually, the management can recover the payment made to you towards your remuneration during employment.

22. Besides above conditions, you will abide by the service Rules/ Regulations or standing as in operation besides office orders which are issued from time to time. The service Rules/Regulations can be modified/replaced by the Certified Standing Orders which will be binding upon you.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same and return the same.

We welcome you into Ankuraa Developers and look forward for a long and mutually beneficial association.

Yours faithfully.

For ANKURAA DEVELOPERS

Partner

For and on behalf of the Management
Authorised Signatory.

DECLARATION

I S.Fayaz have read/understood the above terms & conditions and agree to abide by them.

Signature

**SHAIK FAYAZ****SITE ENGINEER****Employee ID : ASNAE002**Survey No 3, Site No 4/1, 2nd & 3rd Floors,
Whitefield, Bengaluru - 560066

080 4852 6666 / 080 4853 6666

www.asnshelters.com**Employee Details**

Father's Name : S.Sayyad Basha

DOB : 12.11.1996

Blood Group : A+

Address5-66/1,
M.Kothur (V),
Theertham(P),
Baireddypalli(M),
Chittoor District,
Andhra Pradesh-517415

+91 7702627750

Terms and Conditions

- This card must be with you during office hours.
- Loss or theft of this card must be immediately reported to the management.
- This card must be surrendered to the management on transfer, resignation or termination from services.

ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

K.Harshitha.
SAIRAM STREET,
KADAPA RAOD,
PILERU ,
Chittoor – 517214 .

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/-(Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

1. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other

ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

M.Janardhan.
1/88, Yadava Street,
Mudipalli,
Nagari,
Chittoor-517590.

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/-(Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

I. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other

ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

B.Maruthi Reddaiah.
21,Raja Street,
Narayanavanam
Chittoor-517583.

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/-(Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

I. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other

ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

A.Nandini.
13-337,
Bandila Street
Venkatagiri,
Chittoor-524132.

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/-(Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

I. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other

ANKURAA DEVELOPERS

APPOINTMENT LETTER

Date: 16-07-2018.

To

**M.Sunil Kumar.
Kotharvedu,
Vathuloor,
Chittoor-517582.**

Sub: Offer of Appointment of the Post of Site Engineer.

Dear Sir,

Reference your application for employment , we are pleased to offer you appointment as Site Engineer in our organization on consolidated Salary of Rs 15,000.00/-(Rupees Fifteen Thousand only.) per month. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances but as of now no deduction like PF, ESI etc. The terms and conditions of service will be as follows:

I. In the first instance you will be on probation for a period of six months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

That no earned leave will be sanctioned during probation for a period of six months.

2. Your place of posting will at present, be at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation /other arrangements, if any. Also the management can shift the place/places of working anywhere in Bangalore and in that event you will have to make compliance for working at the new place of work and your salary and other



RefNo:8KM/IR-SD/14122017

14th December, 2017

To

Sivajyothi.G,
D.No:1/58, Sri Ramulapeta, Pullampet,
Kadapa - 516 107,
9542903247,
E-mail ID: jyothigadi11@gmail.com

Dear Sivajyothi.G,

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "Associate - Cloud".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Date: _____

Employee Full Name: _____

Employee Signature: _____



Annexure A

Annexure to your Indent to offer of Employment as "Associate - Cloud"

Welcome to 8k Miles!

Presented here are the details that refer **8KM/IR-SD/14122017** to our indent to offer of employment to you in the role of "Associate - Cloud". This is to be read in conjunction with your indent to offer of employment dated **18th December, 2017**.

8k Miles has a broad-banded, Role and competency based structure.

1. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the training would be purely based on business requirements and determined by immediate Manager. Based on business requirement, period of training can be extended. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

2. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from the date of joining and allocation to the SBU. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the performance as discussed and agreed with you immediate Manager and on your positive contribution to Company's Business Objectives.

3. Leave:

During Probation: There would be only one type of leave, which is CL & SL. The eligibility for the same is 1 day (CL&SL) per month and is credited on a monthly basis.

On Confirmation: On confirmation of the service of the employee, the employee is eligible for the following leaves

PL: Privilege leave Credited at the rate of 1 day per month from the date of confirmation

SL&CL: Sick and casual leave credited at the rate of 1 day per month

Please refer the hand book for detailed leave eligibility and rules.

4. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

A detailed Performance objective statement (KRA's) will be shared to you by your immediate Manager at the time of you getting assigned to the SBU. There will be quarterly performance reviews by your Manager, who will appraise you about your performance and growth / improvement areas which will be held in the month of June, Sep, and Dec. The annual performance appraisal will be conducted in the month of March. Salary increase will be based on a) individual Performance; b) growth of the SBU; c) growth of the company.

5. Notice Period:

During Probation: If your performance is found to be unsatisfactory / below par or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with 15 days notice.

On Confirmation: Upon confirmation as a regular employee, you will be required to give two months' notice in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only on the completion of the assignment but not later than the notice period.

Similarly, the Company can terminate your services by giving you two months' notice or salary thereof.

The Company may terminate your services immediately on disciplinary grounds and you will not be eligible for any terminal benefits in such cases.



6. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation and other terms and conditions applicable to such a specific location will be applicable to you.

7. Health Insurance Plan: Group Health Insurance Scheme:

You will be covered under the Group Health Insurance Scheme, where in you are eligible to insure (Self+Spouse+2Kids).

8. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Indent to offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Indent to offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises, any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining.

9. Minimum Period of Service:

You agree to serve the organization for a minimum period of 2 years which the organization reserves the right to hold all terminal benefits.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business-related expenses as per the company policy and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 45 days from the date of incurring the expenditure, will require separate approval from the Head of India Operation. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

In 8k Miles, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This indent to offer is also conditional upon the execution of the "Non-Compete and Non-Disclosure Agreement" (Annexure C).

Welcome to the 8k Miles family.

Yours sincerely,

For 8K Miles Software Services Ltd.

R. S. Ramani
Director
Encl: A/a



Annexure B
COMPENSATION AND BENEFITS PLAN

Name	Sivajyothi.G
Designation	Associate - Cloud
Grade	A 1
Date of Joining	18 th December,2017

Component	Monthly (Rs.)	Annual (Rs.)
Basic	9,600.00	115,200.00
House Rent Allowance	4,800.00	57,600.00
Special Pay	533.00	6,396.00
Food allowance	1,000.00	12,000.00
Conveyance	1,600.00	19,200.00
LTA	2,000.00	24,000.00
Medical allowance	1,250.00	15,000.00
Bonus	2,000.00	24,000.00
Net Salary	22,783.00	273,396.00
Other Components		
Employer Contribution towards PF	1,217.00	14,604.00
Group Medical allowance	1,000.00	12,000.00
Cost to Company	25,000.00	300,000.00



Annexure C

Non-Compete, Non-Disclosure Agreement

This Non-Compete and Non-Disclosure Agreement (the "Agreement") is entered into by and between 8K Miles Software Services Ltd; ("8K Miles") with its principal offices at 8K Miles Software Services Ltd, ("Disclosing Party") and "Suresh D, 2/126, Aravakap St, Nagari, Chittoor-517590, Andhrapradesh, India" ("Receiving Party") for the purpose of preventing completion and the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

Non-Compete:

I, _____ do hereby acknowledge and confirm the following: -

- (1) I am accepting employment with 8k Miles Software Services Ltd; ("8k Miles"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with 8k Miles Software Services Limited.
- (2) I am required, on behalf of 8K Miles, to provide services to, or solicit business from various clients of 8K Miles (each such client hereinafter referred to as a "Customer")
- (3) In consideration of the above, I agree that for a period of twelve (12) months following the termination of my employment with 8K Miles for any reason, I will not:
 - (a) accept any indent to offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with 8K Miles.
 - (b) accept any indent to offer of employment from a Named Competitor of 8k Miles, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with 8k Miles.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean organizations in the business of IT, Software Services, Cloud Computing, Big Data, Identity, Mobile etc.



Non-Disclosure:

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide in writing indicating that such oral communication constituted Confidential Information.
2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to others / third parties as is reasonably required. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement or 6 months after the termination of employment contract, whichever occurs first.
5. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.
6. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in writing and signed by both parties.
7. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

Acknowledged by 8k Miles:

R. S. Ramani
Director

End: A/a



Annexure D
Indent to offer Annexure for India

Dear **Sivajyothi.G**

Request you to kindly bring the following documents on the date of joining to be handed over to the HR department

- 1 Educational Certificates (Photocopies with Originals)
 - Grade 10
 - Grade 12 / Diploma
 - Graduation and Post Graduation
 - Professional course certification if any(originals will be returned after verification on the DOJ)
- 2 ID Proof and Address Proof
(Voters ID / Driving Licence / Aadhar Card / Ration Card)
- 3 Copy of the Pan Card
- 4 Passport copies
- 5 Experience certificates (if any) (photocopies with Originals)
(originals will be returned after verification on DOJ)
- 6 Copy of last 3 months pay slip of the previous company
- 7 Six passport size photograph in white background
- 8 Form16 from the previous employer for employees joining in middle of the financial year



14th December, 2017

Ref. No.: 8 KM/IR-SD/14122017

To

Sreenatha Reddy.R
4-41, VENKATAM PALLI, YELLALUR (M),
ANANTAPUR - 515 465
8464941776,
E-mail ID: sreenathpreddy@gmail.com

Dear **Sreenatha Reddy.R**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "Associate Cloud".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before 18 December, 2017.

Your Total Gross salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8K Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the company, which may be subjected to changes from time to time.

The terms of the indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 10 working days the offer becomes invalid.

Welcome to 8K miles. We wish you long, regarding and fulfilling career and look forward to your joining us.

Yours sincerely,
For 8K Miles Software Services Ltd.

R. S. Ramani
Director
Encl: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____



RefNo:8KM/IR-SD/14122017

14th December,2017

To

Varalakshmi.K,
Nesanur (V&P), Puttur,
Chittoor - 517 583
9000492695
E-mail ID: Kurakalavaralakshmi@gmail.Com

Dear Varalakshmi.K,

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "Associate - Cloud".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

OFFER LETTER

Mar 16, 2018

Ms. **A DIVYA LAKSHMI**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Dear A DIVYA LAKSHMI

With reference to the discussions we had with you, we are please to appoint you as **Customer Support Executive- Trainee in concentrix a solution service company**

During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **Rs, 101,500/-**. This includes an annual incentive component (target) of **Rs. 20,000/-** as well as company's contributions of **Rs.11,500/-** towards benefits such as Medical, Accident Insurance and Gratuity.

On successful completion of the probation cum training period, your annual total compensation package would stand revised to **Rs. 133000/-**. This includes an annual incentive component of **Rs. 20, 000/-**. The Organization will continue its contribution towards benefits such as Medical, Accident Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

We expect you to join on **August 4, 2018** otherwise this offer will stand withdrawn automatically. The company looks for a long-term association with its employees and expects the same from you.

Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No: 17/7, Ground Floor, Dwaraka Nagar, Vishakapatnam, Andhra Pradesh-41, India.

OFFER LETTER

Mar 16, 2018

Mr. **V MOHAN KUMAR**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Dear V MOHAN KUMAR

With reference to the discussions we had with you, we are please to appoint you as **Customer Support Executive- Trainee in concentrix a solution service company**

During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **Rs, 101,500/-**. This includes an annual incentive component (target) of **Rs. 20,000/-** as well as company's contributions of **Rs.11,500/-** towards benefits such as Medical, Accident Insurance and Gratuity.

On successful completion of the probation cum training period, your annual total compensation package would stand revised to **Rs. 133000/-**. This includes an annual incentive component of **Rs. 20, 000/-**. The Organization will continue its contribution towards benefits such as Medical, Accident Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

We expect you to join on **August 4, 2018** otherwise this offer will stand withdrawn automatically. The company looks for a long-term association with its employees and expects the same from you.

Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No: 17/7, Ground Floor, Dwaraka Nagar, Vishakapatnam, Andhra Pradesh-41, India.

OFFER LETTER

Mar 16, 2018

Mr. NARESHKUMAR RAJU A
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Dear NARESHKUMAR RAJU A,

With reference to the discussions we had with you, we are please to appoint you as **Customer Support Executive- Trainee in concentrix a solution service company**

During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **Rs, 101,500/-**. This includes an annual incentive component (target) of **Rs. 20,000/-** as well as company's contributions of **Rs.11,500/-** towards benefits such as Medical, Accident Insurance and Gratuity.

On successful completion of the probation cum training period, your annual total compensation package would stand revised to **Rs. 133000/-**. This includes an annual incentive component of **Rs. 20, 000/-**. The Organization will continue its contribution towards benefits such as Medical, Accident Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

We expect you to join on **August 4, 2018** otherwise this offer will stand withdrawn automatically. The company looks for a long-term association with its employees and expects the same from you.

Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No: 17/7, Ground Floor, Dwaraka Nagar, Vishakapatnam, Andhra Pradesh-41, India.



August 24, 2017

BAPUJI.P

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear BAPUJI.P,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DVG Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from 26th March, 2018. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining. Your annual package will be **Rs 2,50,000/- (Rupees Two lakhs Fifty Thousand only)** post 6 months apprenticeship. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **26th March, 2018** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS

TERMS AND CONDITIONS OF CONTRACT

- a) You will abide by all the rules, regulations and policies of the company. DND Global Technology & Solutions reserves the right to amend such policies as needed.
- b) Payment of stipend will commence upon your successful completion of training and deployment to the project.
- c) You will be responsible for the safekeeping of all the company's properties and return in good condition, all the company's properties that may be in your use, custody or charge when demanded or on termination of the contract.
- d) You hereby assign all right, title and interest in any work produced by you pursuant to your assignment to us and acknowledge that we are contractually obligated to further transfer such produce.
- e) You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DND Global Technology & Solutions, except as may be authorized in writing by us.
- f) During the period of your apprenticeship, you will not be entitled to any of the privileges and benefits availed by the employees on the rolls of DND Global Technology & Solutions.
- g) You will be entitled to 1 day of leave per month during your apprenticeship with the organization
- h) At any time during this period, either side can terminate this service with **30 days' notice** in advance.
- i) DND Global Technology & Solutions may at any point of time decide directly or through a third party carry out a detailed verification of the reference and validation of credentials submitted by you (background check)
- j) You also hereby consent and agree to any amendments to these Terms and Conditions of Agreement, as deemed necessary by DND Global Technology & Solutions. You will, in addition to the terms and conditions of agreement specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable to you.
- k) **Validity:** This apprenticeship offer will not be valid and will be withdrawn under the following circumstances:
- Not reporting to work on the accepted date
 - Not agreeing to execute the Contract Proprietary Information, Inventions and Non competition Agreement on the day of joining.
 - Not agreeing to execute the User Access Agreement on the day of joining.
 - Not agreeing to execute the Code of Conduct Agreement on the day of joining.
 - Unsatisfactory feedback on your credentials from any of the references furnished by you.
 - Any other essential information that has been suppressed or falsely provided.
 - Not entering into the training agreement on the day of joining.

If the terms of our offer are acceptable to you, please return the duplicate copies of the attached documents duly signed. It may be noted that, if you do not report for training on the date mentioned below, it will be deemed that you are not interested in our offer and the same will stand automatically withdrawn with effect from the said date.

I have read through my offer and the terms and conditions and hereby accept the same.

Date _____

Planned start date: _____

Name: _____

Signature: _____

CHECK LIST OF DOCUMENTS

You are requested to bring along the following documents to complete your joining formalities. It is mandatory to provide these documents as it's required for background verification, as per our process.

1. Photocopy of the offer letter, Exhibit A and Exhibit B, duly signed.
2. Copy of Passport (wherever the entries are made)
3. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets)
4. Two passport size photographs
5. Copy of PAN/Aadhar card
6. Permanent address proof- for which you may provide a copy of any one of the following:
 - Driving license
 - Passport
 - Ration card
 - Voters id card

Request you to carry the originals for verification.



August 24, 2017

ESWAR.E

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear ESWAR.E,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DVG Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from **26th March, 2018**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining. Your annual package will be **Rs 2,50,000/- (Rupees Two lakhs Fifty Thousand only)** post 6 months apprenticeship. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **26th March, 2018** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

NAVYASREE.K

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear NAVYASREE.K,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DVG Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from 26th March, 2018. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining. Your annual package will be **Rs 2,50,000/- (Rupees Two lakhs Fifty Thousand only)** post 6 months apprenticeship. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **26th March, 2018** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

SANDEEP.G

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear **SANDEEP.G**,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DVG Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from **26th March, 2018**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining. Your annual package will be **Rs 2,50,000/- (Rupees Two lakhs Fifty Thousand only)** post 6 months apprenticeship. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **26th March, 2018** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

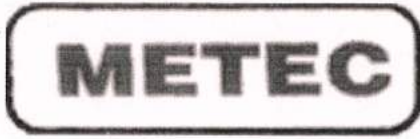
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS**



May 06, 2018

Sub: Letter of offer- Reg.

Dear GIRIVARDHAN REDDY.K,

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[S.J SURYA PRATAP]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



May 06, 2018

Sub: Letter of offer- Reg.

Dear HANUMANTHARAYA.N.S,

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[S.J SURYA PRATAP]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



May 06, 2018

Sub: Letter of offer- Reg.

Dear HANUMANTHU REDDY.M,

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[S.J SURYA PRATAP]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



May 06, 2018

Sub: Letter of offer- Reg.

Dear PURAB TEJ.P,

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[S.J SURYA PRATAP]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



May 06, 2018

Sub: Letter of offer- Reg.

Dear **REDDI SANKAR.M,**

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[**S.J SURYA PRATAP**]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



May 06, 2018

Sub: Letter of offer- Reg.

Dear SAHISTA SABNAM.D,

With reference to the discussions we had with you, we, on behalf of Eastern METEC Pvt Ltd are pleased to offer you the position of "Maintenance Engineer" and invite you to join Eastern METEC Pvt Ltd family.

Your Cost to the Company (CTC) would be Rs. 2, 50,000 (Two Lakhs Fifty Thousand Only) Per annum. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

We expect you to join on or before **June 2018** in line with discussion with you, otherwise this Offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Eastern METEC Pvt Ltd** family.

Thanking You.

For **Eastern METEC Pvt Ltd**

Employment offer Accepted

[S.J SURYA PRATAP]

Human Resources Manager

EASTERN METEC PVT. LTD

Address: #121, Harish Mukherjee Rd, Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal, 700026.



HRD/3T/17-18/NIOT-168

May 5, 2018

Ms. JEEVANA.P
Candidate ID: 4247151
D/o P.Sudhakar Reddy,
Tatanagar, Tirupathi
Chittoor Dist-517562
Andhra Pradesh
Ph: 8500900654

Dear JEEVANA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 13, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).



Annexure to your Offer of Employment [HRD/3T/17-18/NIOT-168] as Systems Engineer / Systems Engineer - Trainee

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated May 5, 2018.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2017 - 2018, his / her leave eligibility would start in quarter three of the financial year 2017 - 2018. For the purpose of leave credit quarter three of the financial year 2017 - 2018 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Nandhaji

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2017 - 2018):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

Nandini

This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infosys become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017 - 2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Ms. JEEVANA .P		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS				
BASIC		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95% paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)		27,084		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)		26,495		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)		25,906		
OTHER BENEFITS				
<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

Nandini

Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Ms. JEEVANA. P
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)			22,011
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nandini

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role". For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.



HRD/3T/17-18/NIOT-168

May 5, 2018

Ms. MOUNIKA.D
Candidate ID: 4247152
D/o D.Rama Mohan Reddy,
Kothapalle, Kadapa
Kadapa Dist-516002
Andhra Pradesh
Ph: 7032073523

Dear MOUNIKA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 13, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

HRD/3T/17-18/NIOT-168

May 5, 2018

Ms. SAI NIHARIKA.V
Candidate ID: 4247154
D/o V. RAVI,
B P Agraharam, Srikalahasthi,
Chittoor Dist-517644
Andhra Pradesh
Ph: 7842111046

Dear SAI NIHARIKA.V,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be 3.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 13, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR
Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).



May 5, 2018

HRD/3T/17-18/NIOT-168

Ms. SILPA.K
Candidate ID: 4247162
D/o K. RAMARAJU,
Rajula Colony, Rayachoty
Kadapa-515234
Andhra Pradesh
Ph: 9949564774

Dear SILPA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 13, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).



May 5, 2018

HRD/3T/17-18/NIOT-168

MR. THEJA.N
Candidate ID: 4247164
D/o N.Sukumar Babu,
Kothapalli,S.R. Puram
Chittoor Dist-517167
Andhra Pradesh
Ph: 7330744766

Dear THEJA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 13, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).



APRIL 24, 2018

Dear BHARGAVA . A,

Candidate ID: 7881424

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear JAGAN KUMAR.M

Candidate ID: 7881425

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear OORMI PRASAD.G

Candidate ID: 7881426

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear SRAVAN KUMAR .S

Candidate ID: 7881427

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear TEJASHWINI.G

Candidate ID: 7881428

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear VENKATA SIVA KUMAR REDDY .K

Candidate ID: 7881429

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project Ltd, Hyderabad, Invite you to join **KPC Project Ltd** family.

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs, 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

A handwritten signature in dark ink, appearing to read 'M. Srinivas', is written over a horizontal line.

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

#1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D-500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear GIREESH. T

Candidate ID: 7881415

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project ltd, Hyderabad. Invite you to join **KPC Project Ltd** family

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

A handwritten signature in black ink, appearing to read 'M. Naidu', is written over a horizontal line.

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:



APRIL 24, 2018

Dear GOWRI SHANKAR .S

Candidate ID: 7881416

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project ltd, Hyderabad. Invite you to join **KPC Project Ltd** family

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,


HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

1-2-339/1, Street No.6, Gagan Mahal, Domalguda, HYDERABAD - 500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear HARISH.S

Candidate ID: 7881420

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project ltd, Hyderabad. Invite you to join **KPC Project Ltd** family

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D - 500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear SHAIK MD ABDUL HUQ

Candidate ID: 7881422

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project ltd, Hyderabad. Invite you to join **KPC Project Ltd** family

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

A handwritten signature in black ink, appearing to read 'M. Naidu', is written over a horizontal line.

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:

1-2-339/1, Street No.6, Gagan Mahal, Domalguda, H Y D E R A B A D - 500029.
Telangana, India Email: info@kpcprojects.com Email: hr@kpcprojects.com



APRIL 24, 2018

Dear NIKHILESH.A

Candidate ID: 7881423

In further Continuation to our discussions, we are pleased to offer you the role of **Site Engineer** in KPC project ltd, Hyderabad. Invite you to join **KPC Project Ltd** family

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 1, 80,000**. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.kpcprojects.com

Yours Sincerely

For KPC Project Ltd.,

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:



Offer Letter

24-MAY-2018

Dear **BHARGAV.R,**

It is my pleasure to extend the following offer of employment to you on **Megha Engineering Projects India Pvt. Ltd** for Junior Engineer and your joining date is **02/08/2018**.

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound to hike depending on the performance.

Initially you would be put under training to familiarize and adapt you to the requirements of the construction industry and our clients to acquire skills to be selected for the mentioned position and deliver according to industry standards. We would be conducting regular evaluations to understand your technical ability to match with the client's requirements. On the successful clearance of evaluation you shall be appointed as Junior Engineer and a formal appointment would be issued.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

You will need to submit all your original qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining and need to sign a service bond for twelve months.

Regards

**Campus Initiative Cell
Megha Projects Ltd.**

Megha Engineering & Infrastructures Limited

Regd. Office: S – 2, Technocrats Industrial Estate (T.I.E.), Balanagar, Hyderabad -500 037.
Andhra Pradesh, INDIA. Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in



Offer Letter

24-MAY-2018

Dear **CHENCHU SEKAR.G**,

It is my pleasure to extend the following offer of employment to you on Megha Engineering Projects India Pvt. Ltd for Junior Engineer and your joining date is **02/08/2018**.

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound to hike depend on the performance.

Initially you would be put under training to familiarize and adapt you to the requirements of construction industry and our clients to acquire skills to be selected for mentioned position and deliver according to industry standards. We would be conducting regular evaluations to understand your technical ability to match with the client's requirement. On the successful clearance of evaluation you shall be appointed as Junior Engineer and a formal appointment would be issued.

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You will need to submit all your original qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining and need to sign a service bond for twelve months.

Regards
Campus Initiative Cell
Megha Projects Ltd.

Megha Engineering & Infrastructures Limited

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Andhra Pradesh, INDIA. Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in.



Offer Letter

24-MAY-2018

Dear **MURALI.N**,

It is my pleasure to extend the following offer of employment to you on Megha Engineering Projects India Pvt. Ltd for Junior Engineer and you your joining date is 02/08/2018.

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound is hike depend the performance. .

Initially you would be put under training to familiarize and adapt you to the requirements of construction Industry and our clients to acquire skills to be selected for mentioned position and deliver according to industry standards. We would be conducting regular evaluations to understand your technical ability to match with the client's requirement. On the successful clearance of evaluation you shall be appointed as Junior Engineer and a formal appointment would be issued.

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You will need to submit all your original qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining and need to sign a service bond for twelve months.

Regards

Campus Initiative Cell

Megha Projects Ltd.

Megha Engineering & Infrastructures Limited

Regd. Office: S – 2, Technocrats Industrial Estate (T.I.E.), Balanagar, Hyderabad -500 037.
Andhra Pradesh, INDIA.Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in



Offer Letter

24-MAY-2018

Dear **NAGARAJ.C**,

It is my pleasure to extend the following offer of employment to you on **Megha Engineering Projects India Pvt. Ltd** for Junior Engineer and your joining date is **02/08/2018**.

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound to hike depending on the performance.

Initially you would be put under training to familiarize and adapt you to the requirements of the construction industry and our clients to acquire skills to be selected for the mentioned position and deliver according to industry standards. We would be conducting regular evaluations to understand your technical ability to match with the client's requirements. On the successful clearance of evaluation you shall be appointed as Junior Engineer and a formal appointment would be issued.

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Regards

Campus Initiative Cell

Megha Projects Ltd.

Megha Engineering & Infrastructures Limited

Regd. Office: S – 2, Technocrats Industrial Estate (T.I.E.), Balanagar, Hyderabad -500 037.
Andhra Pradesh, INDIA. Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in



Offer Letter

24-MAY-2018

Dear **REDDI JYOSTHNA.M,**

It is my pleasure to extend the following offer of employment to you on Megha Engineering Projects India Pvt. Ltd for Junior Engineer and you your joining date is **02/08/2018.**

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound is hike depend the performance. .

Initially you would be put under training to familiarize and adapt you to the requirements of construction Industry and our clients to acquire skills to be selected for mentioned position and deliver according to industry standards. We would be conducting regular evaluations to understand your technical ability to match with the client's requirement. On the successful clearance of evaluation you shall be appointed as Junior Engineer and a formal appointment would be issued.

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You will need to submit all your original qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining and need to sign a service bond for twelve months.

Regards
Campus Initiative Cell
Megha Projects Ltd.

Megha Engineering & Infrastructures Limited

Regd. Office: S – 2, Technocrats Industrial Estate (T.I.E.), Balanagar, Hyderabad -500 037.
Andhra Pradesh, INDIA. Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in



Offer Letter

24-MAY-2018

Dear **SAMPATH KUMAR REDDY.Y,**

It is my pleasure to extend the following offer of employment to you on Megha Engineering Projects India Pvt. Ltd for Junior Engineer and your joining date is **02/08/2018**.

You are appointed to the position of **Junior Engineer** and in this capacity, you will report directly to **CIC Megha Engineering Projects India Pvt. Ltd** your CTC will be **2,00,000** annum during probation period which is of six months then salary is bound to hike depending on the performance.

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Regards

Campus Initiative Cell

Megha Projects Ltd.

Megha Engineering & Infrastructures Limited

Regd. Office: S – 2, Technocrats Industrial Estate (T.I.E.), Balanagar, Hyderabad -500 037.
Andhra Pradesh, INDIA. Tel: +91-40-44336700 web site: <https://meil.in/> : info@meil.in

Ref: NCC/HRD/RCT/2017-2018

Date: 07/06/2018

**Mr. Dhanendra Kumar
Reddy.B
Slo B Siva Reddy
D No : 5/644-1, Devangapeta,
Proddatur, - 516 360
District : Kadapa
Mobile No 9000799403**

Dear Sir,

**APPOINTMENT ORDER FOR THE POST OF
Graduate Engineer Trainee**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our organization. You are advised to report on **02/07/2018** for orientation programme after which you will be posted any of our project sites anywhere in India, subject to the following terms & conditions.

1) PROBATION PERIOD:

You will be on Probation for a period of 12 months from the date of your joining. This period of probation will be liable to such extension, as Management may deem fit and at its sole discretion and unless an order in writing confirming you are given, you will not be deemed to have been made permanent.

2) DUTIES AND RESPONSIBILITIES:

- a) You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b) During this period of employment, you shall not secure any other employment, engage in any profession or trade or pursue any course of study or work part time without the management's previous consent in writing.
- c) You will behave and conduct your-self in an orderly manner and shall not remain absent from the place of work without the prior consent in writing.
- d) You are required to join orientation programme at **NCC Limited, Corporate Office, Survey No 64, Near Durgam Cheruvu, Madhapur, Hyderabad - 500 081. Phone No 040 - 2326 8888**. The company reserves the right to transfer you to any of its sites / subsidiaries / associates / offices / factories at any place existing at present or which may be established in future.

- e) You will be reporting to the Project Incharge or any other person nominated by him in this regard for the performance of your duties.

3) **SECRECY:**

You will not at any time during your employment or thereafter divulge any information, plans, know how, etc. Regarding business or affairs of the company or those of the company's clients and associates to any person, firm or company except with prior consent of the company in writing.

4) **REMUNERATION:**

During the probation period you will be paid the following salary per month in grade 04.

Basic Salary	-----	8825.00
Project Allowance	-----	883.00
Conveyance Allowance	-----	2206.00
Uniform Allowance	-----	441.00
Medical Allowance	-----	1765.00
Educational Allowance	-----	883.00
TOTAL	Rs.	15003.00

- a) You shall be provided "**Free Bachelor Accommodation @ Site. A Mess Allowance of Rs.1,500/- pm will be paid.**"
- b) Sanction of increments and promotion to the next grade will depend on satisfactory discharge of your duties.
- c) On confirmation of your service you will be entitled to LTA, Leave facilities, etc. as per company rules.

5) **RESIGNATION / TERMINATION OF SERVICES:**

- a) Notwithstanding to any of the clauses herein, the Management reserves the right to terminate your services without any notice and without liability for any compensation during the probationary period.
- b) In case you choose to leave the employment during the probation you shall give notice or payment of salary in lieu thereof at least one month prior to relief. After completion of the probationary period satisfactorily, the appointment is terminable on three months notice or payment of salary in lieu thereof on either side

6) VERIFICATION REPORT:

This appointment is issued on the information furnished by you to us in your application, bio-data form and otherwise, and will be null & void if a material error (in the company's opinion) is discovered therein at any time.

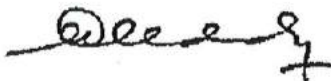
During your services you will be governed by the rules and regulation framed by the company from time to time.

Your appointment will be given effect from the date of your joining duty.

We are sending this Letter of appointment to you in duplicate. Please sign the duplicate copy of this letter of appointment in token of your acceptance and return the same to us immediately for our records. This offer of appointment shall cease to be valid if your acceptance is not received in this office within SIX days of receipt of this letter.

Thanking You,

Yours faithfully,
For **NCC Limited**



Vice President - HR

Received and Accepted

(signature)

Name: Dhanendra Kumar Reddy.B
 Designation: Graduate Engineer Trainee

Sl.No.	Particulars	%	Amount
1.	<u>GROSS SALARY</u>		
	Basic	58.82% on Gross	8825.00
	Project Allowance	10% on Basic	883.00
	Conveyance Allowance	25% on Basic	2206.00
	Uniform Allowance	5% on Basic	441.00
	Medical Allowance	20% on Basic	1765.00
	Education Allowance	10% on Basic	883.00
	TOTAL GROSS SALARY		15003.00
2.	<u>ADD : OTHER BENEFITS</u>		
	Provident Fund	12% on Basic	1059.00
	L. T.A.	8.33% on Basic	735.00
	Bonus IExgratia	20%115% on Basic	1324.00
	TOTAL OF OTHER BENEFITS		3118.00
3.	CTC PER MONTH (1+2)		18121.00
	SALARY I YEAR; CTC		217452.00

+ Free Bachelor Accommodation @ Site.
 + A Mess Allowance of Rs.1,500/- pm will be paid.

Ref: NCC/HRD/RCT/2017-2018

Date: 07/06/2018

Mr. Hemanth Kumar.K
Slo K Jayaramaiah
D No , 6-12, Chavakani Palli (V),
Penumur,
District : Chittoor-517 126
Mobile No 9441595582

Dear Sir,

APPOINTMENT ORDER FOR THE POST OF **Graduate Engineer Trainee**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our organization. You are advised to report on **02/07/2018** for orientation programme after which you will be posted any of our project sites anywhere in India, subject to the following terms & conditions.

1) PROBATION PERIOD:

You will be on Probation for a period of 12 months from the date of your joining. This period of probation will be liable to such extension, as Management may deem fit and at its sole discretion and unless an order in writing confirming you are given, you will not be deemed to have been made permanent.

2) DUTIES AND RESPONSIBILITIES:

- a) You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b) During this period of employment, you shall not secure any other employment, engage in any profession or trade or pursue any course of study or work part time without the management's previous consent in writing.
- c) You will behave and conduct your-self in an orderly manner and shall not remain absent from the place of work without the prior consent in writing.
- d) You are required to join orientation programme at **NCC Limited, Corporate Office, Survey No 64, Near Durgam Cheruvu, Madhapur, Hyderabad - 500 081. Phone No 040 - 2326 8888**. The company reserves the right to transfer you to any of its sites / subsidiaries / associates / offices / factories at any place existing at present or which may be established in future.

Ref: NCC/HRD/RCT/2017-2018

Date: 07/06/2018

Mr. Pavan Kumar E
D No: Cherlopalli(V), Pullikallu(P) Penmuru(M)
District: Chittoor
Mobile No 9392255545

Dear Sir,

APPOINTMENT ORDER FOR THE POST OF Graduate Engineer Trainee

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our organization. You are advised to report on **02/07/2018** for orientation programme after which you will be posted any of our project sites any where in India, subject to the following terms & conditions.

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Ref: NCC/HRD/RCT/2017-2018

Date: 07/06/2018

Mr. Pavankumar.C
Slo C Munikrishnaiah
D No : 5-33/1, Gollakandriga,
Bramhanapattu Panchayat, Tirupati
District : Chittoor
Mobile No 9550340074

Dear Sir,

**APPOINTMENT ORDER FOR THE POST OF
Graduate Engineer Trainee**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our organization. You are advised to report on **02/07/2018** for orientation programme after which you will be posted any of our project sites anywhere in India, subject to the following terms & conditions.

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Ref: NCC/HRD/RCT/2017-2018

Date: 07/06/2018

Mr. Ramadasu.C
Slo C Munikrishnaiah
D No : 5/3, Yerrapapireddyvari Palli,
Gadikota (V), Veerabhalli Mandal,
516 268
District : Kadapa
Mobile No 9666886382

Dear Sir,

APPOINTMENT ORDER FOR THE POST OF Graduate Engineer Trainee

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our organization. You are advised to report on **02/07/2018** for orientation programme after which you will be posted any of our project sites anywhere in India, subject to the following terms & conditions.

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OFFER LETTER

16-Apr-2018

Dear **SABHAPATHI.D,**

It is our pleasure to welcome you to **Mantri Developers Pvt Ltd.**

1. Thank you for exploring career opportunities with **Mantri Developers Pvt Ltd.** With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to join you in our organization Mantri Developers Pvt Ltd. as a **Site Engineer** .Please note that you're joining taken as **10th August. 2018.**
2. You will be on probation for a period of 6 months from the date of joining the Company during which you will be on training. In case your performance is not found satisfactory during the initial period of training, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu or notice.
3. Unless informed in writing or the extension or your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon completion of the period of probation subject to successful completion of the initial training and satisfactory performance on the Job.
4. Your Annual CTC would be **Rs. 2, 20, 500**, which will be applicable after one month of serving the company; this is including your incentives but inclusive of all other perks, allowances and retrials like Provident Fund etc.
5. You will be governed by the rules and regulation of the company as applicable to all employees (Refer Annexure -1). We take this opportunity to welcome you to Mantri Developers Pvt Ltd and look forward to you having a rewarding and challenging career with us.

With Regards

HR Management Services
Mantri Developers Pvt Ltd



OFFER LETTER

16-Apr-2018

Dear **SAI KUMAR REDDY.T,**

It is our pleasure to welcome you to **Mantri Developers Pvt Ltd.**

1. Thank you for exploring career opportunities with **Mantri Developers Pvt Ltd.** With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to join you in our organization Mantri Developers Pvt Ltd. as a **Site Engineer** .Please note that you're joining taken as **10th August. 2018.**
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With Regards

HR Management Services
Mantri Developers Pvt Ltd



OFFER LETTER

16-Apr-2018

Dear **SATHEESH.D,**

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With Regards

HR Management Services
Mantri Developers Pvt Ltd

Mantri Developers Pvt Ltd

Mantri House, #41, Vittal Mallya Road, Bengaluru - 560 001.

Tel: +91-80-41300000, Fax: +91-80-41325000, Email: Enquiry@mantri.in



OFFER LETTER

16-Apr-2018

Dear **SEKHAR.N,**

It is our pleasure to welcome you to **Mantri Developers Pvt Ltd.**

1. Thank you for exploring career opportunities with **Mantri Developers Pvt Ltd.** With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to join you in our organization Mantri Developers Pvt Ltd. as a **Site Engineer**. Please note that you're joining taken as **10th August. 2018.**
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With Regards

HR Management Services
Mantri Developers Pvt Ltd

Mantri Developers Pvt Ltd
Mantri House, #41, Vittal Mallya Road, Bengaluru - 560 001.
Tel: +91-80-41300000, Fax: +91-80-41325000, Email: Enquiry@mantri.in



OFFER LETTER

16-Apr-2018

Dear **SREENIVASULU.P,**

It is our pleasure to welcome you to **Mantri Developers Pvt Ltd.**

1. Thank you for exploring career opportunities with **Mantri Developers Pvt Ltd.** With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to join you in our organization Mantri Developers Pvt Ltd. as a **Site Engineer**. Please note that you're joining taken as **10th August. 2018.**
2. You will be on probation for a period of 6 months from the date of joining the Company during which you will be on training. In case your performance is not found satisfactory during the initial period of training, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu or notice.
3. Unless informed in writing or the extension or your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon completion of the period of probation subject to successful completion of the initial training and satisfactory performance on the Job.
4. Your Annual CTC would be **Rs. 2, 20, 500**, which will be applicable after one month of serving the company; this is including your incentives but inclusive of all other perks, allowances and retrials like Provident Fund etc.
5. You will be governed by the rules and regulation of the company as applicable to all employees (Refer Annexure -1). We take this opportunity to welcome you to Mantri Developers Pvt Ltd and look forward to you having a rewarding and challenging career with us.

With Regards

HR Management Services
Mantri Developers Pvt Ltd



OFFER LETTER

16-Apr-2018

Dear **VENKATA SWAMY.C,**

It is our pleasure to welcome you to **Mantri Developers Pvt Ltd.**

1. Thank you for exploring career opportunities with **Mantri Developers Pvt Ltd.** With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to join you in our organization Mantri Developers Pvt Ltd. as a **Site Engineer**. Please note that you're joining taken as **10th August. 2018.**
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5. You will be governed by the rules and regulation of the company as applicable to all employees (Refer Annexure -1). We take this opportunity to welcome you to Mantri Developers Pvt Ltd and look forward to you having a rewarding and challenging career with us.

With Regards

HR Management Services
Mantri Developers Pvt Ltd

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SUBHAGRUHA
PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాకు... పొందికైన రూపం.

Dear M ARUL RAJ,

07-MAR-2018

Candidate Code: 54358

Welcome to Subhagruha Projects India Pvt. Ltd. It is constantly on the lookout for fresh talent from all prestigious & renowned campuses throughout the country. An organization strongly driven by the 'Employees First, Customers Second' philosophy, we like to walk with you as you take your first step towards a great employee experience.

Congratulations on your selection in Subhagruha Projects!.

We understand that you are eagerly looking forward to being on board. To ensure that your on-board arrival is smooth and pleasant, we request your cooperation by providing us certain personal information (required for processing a new candidate joining) in the form available on **Subhagruha Campus.**

We are pleased to inform you that your **Offer Letter** is also available on **Subhagruha Campus.**

Since the information being solicited in the portal is critical for all future correspondences between you and Subhagruha, your offer of employment with Subhagruha shall stand valid subject to the accuracy and timely disclosure of all the required information before the stipulated date i.e "02-Dec-2018.

Please note, Subhagruha reserves the right to withdraw/cancel the offer at its discretion and without any liability in the event it is found at any time that the information provided by you is not accurate and/or sufficient.

Regards

Campus Initiative Cell
Subhagruha Projects Ltd.
[www. subhagruha.com](http://www.subhagruha.com)



SUBHAGRUHA

PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాకు... పొందికైన రూపం.

Dear M HARSHAVARDHAN REDDY,

07-MAR-2018

Candidate Code: 54362

Welcome to Subhagruha Projects India Pvt. Ltd. It is constantly on the lookout for fresh talent from all prestigious & renowned campuses throughout the country. An organization strongly driven by the 'Employees First, Customers Second' philosophy, we like to walk with you as you take your first step towards a great employee experience.

Congratulations on your selection in Subhagruha Projects!.

We understand that you are eagerly looking forward to being on board. To ensure that your on-board arrival is smooth and pleasant, we request your cooperation by providing us certain personal information (required for processing a new candidate joining) in the form available on **Subhagruha Campus.**

We are pleased to inform you that your **Offer Letter** is also available on **Subhagruha Campus.**

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Campus Initiative Cell

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PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాధు... పొందికైన రూపం.

Dear D JYOTHI,

07-MAR-2018

Candidate Code: 54364

Welcome to Subhagruha Projects India Pvt. Ltd. It is constantly on the lookout for fresh talent from all prestigious & renowned campuses throughout the country. An organization strongly driven by the 'Employees First, Customers Second' philosophy, we like to walk with you as you take your first step towards a great employee experience.

Congratulations on your selection in Subhagruha Projects!.

We understand that you are eagerly looking forward to being on board. To ensure that your on-board arrival is smooth and pleasant, we request your cooperation by providing us certain personal information (required for processing a new candidate joining) in the form available on **Subhagruha Campus.**

We are pleased to inform you that your **Offer Letter** is also available on **Subhagruha Campus.**

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Campus Initiative Cell
Subhagruha Projects Ltd.
www.subhagruha.com



SUBHAGRUHA
PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాకు... పొందికైన రూపం.

Dear N KIRANMAYI,

07-MAR-2018

Candidate Code: 54365

Welcome to Subhagruha Projects India Pvt. Ltd. It is constantly on the lookout for fresh talent from all prestigious & renowned campuses throughout the country. An organization strongly driven by the 'Employees First, Customers Second' philosophy, we like to walk with you as you take your first step towards a great employee experience.

Congratulations on your selection in Subhgruha Projects!.

We understand that you are eagerly looking forward to being on board. To ensure that your on-board arrival is smooth and pleasant, we request your cooperation by providing us certain personal information (required for processing a new candidate joining) in the form available on **Subhagruha Campus**.

We are pleased to inform you that your **Offer Letter** is also available on **Subhagruha Campus**.

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Regards

Campus Initiative Cell
Subhagruha Projects Ltd.
[www. subhagruha.com](http://www.subhagruha.com)



SUBHAGRUHA
PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాకు... పొందికైన రూపం.

Dear D PAVAN,

07-MAR-2018

Candidate Code: 54366

Welcome to Subhagruha Projects India Pvt. Ltd. It is constantly on the lookout for fresh talent from all prestigious & renowned campuses throughout the country. An organization strongly driven by the 'Employees First, Customers Second' philosophy, we like to walk with you as you take your first step towards a great employee experience.

Congratulations on your selection in Subhgruha Projects!.

We understand that you are eagerly looking forward to being on board. To ensure that your on-board arrival is smooth and pleasant, we request your cooperation by providing us certain personal information (required for processing a new candidate joining) in the form available on **Subhagruha Campus.**

We are pleased to inform you that your **Offer Letter** is also available on **Subhagruha Campus.**

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Regards

Campus Initiative Cell
Subhagruha Projects Ltd.
[www. subhagruha.com](http://www.subhagruha.com)



OFFER LETTER

12-Mar-2018

Dear ARJUN.S

Delighted to appoint you for the position of **Software Trainee Engineer** With Raj Groups. Your Reporting will be on or before **29th Sep 2018**. Before that you have to undergo the training session at Kingstorm management and get qualify The terms and conditions of the employment agreement between you and Raj Groups (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.1.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

b) For the businesses that operate on 24x7 bases, you may be required to work at different timings including at night. In all such cases, the actual working hours shall be as prescribed by the manager.

5. Code of Conduct

During the period of employment, you will work honestly, faithfully, diligently & efficiently for the growth of the company. Breach of the provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

6. Confidentiality

You understand and acknowledge that during your employment with the company you will be exposed to terms and materials which the company has developed or which you may develop on behalf of the company, which the company deems as confidential proprietary information, including but not limited to conversations, records, correspondence, files, client list, personnel data, marketing data, recruitment practices, computer software designs and plans developed for or provided through license agreements to the company as well as those developed by the company for its clients.

You will hold in trust and not disclose any such proprietary information and trade secrets during or any time after termination of your employment with the company. In the event of termination of your employment, you agree to return all such information belonging to the company.

7. Conflict of interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business except as share or debenture holder of publicly traded.

8. Notice of Termination

a) This offer letter is issued on the understanding that all the information given by you in the application/employee data form/during the interview or data provided prior to and /or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your employment at any time without any compensation.

b) If your actions at any time constitute a serious breach of company's standards of behavior the company may end this contract and terminate your employment immediately.

c) The employee authorizes the company to deduct from the employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the employee's employment.

9. Verification

a) This offer is based on the details provided by you in the company's application form/ employee data form /during the interview / data provided prior to or at the time of joining.

b) The offer is based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of durational qualifications or background checks and approval of your employment/immigration pass application (what Ever applicable).

For audit purposes, you are expecting to provide, the original copies of your certificates, like....

- PG/Graduation Certificate
- Intermediate certificate
- S.S.C certificate
- ID Proof
- Address proof & 7 Passport size Photographs at the time of joining.

We welcome you to our organization and look forward to a mutually satisfying relationship and building a great career for you with us. At the time of joining bring this letter.

For

Raj Groups (P) LTD
HR Manager
Vijayawada



OFFER LETTER

12-Mar-2018

Dear UMADEVI.K

Delighted to appoint you for the position of **Software Trainee Engineer** With Raj Groups. Your Reporting will be on or before **29th Sep 2018**. Before that you have to undergo the training session at Kingstorm management and get qualify The terms and conditions of the employment agreement between you and Raj Groups (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.1.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, CHITTOOR DISTRICT

PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR

DSC - 2019

Present : Sri / Smt Dr Narayana Bharath Gupta, IAS



Rc.No.A1/50/EA/DSC/PR/2019/DSC-2019/

Dated: _____/2019

S. Abbas

-:O:-

ORDERS :

Sub : Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. SURVEY & LAND RECORDS SUBORDINATE SERVICE** - Appointment Orders - Selection to the post of **Village Surveyer (Grade-III)** - Orders issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept (MDL-1), dated:19-07-2019.
 2. Recruitment **NOTIFICATION NO.01/2019, DT: 26/07/2019** for the Post of **Village Surveyer (Grade-III)**
 3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
 4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
 5. Member Convenor DSC - 2019, Letter No : **A1/50/EA/DSC/PR/2019 ,Dated: _____/2019**

-:O:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **SYED ABBAS S/o,D/O,W/o SYED MUNEER (HT No:191005002176)** is hereby provisionally appointed as **Village Surveyer (Grade-III)** and directed to report at **Assistant Director of Survey & Land Records, 2nd Floor, Collectorate, CHITTOOR 517002. 01004 60813** on _____/2019 at 10.00 A.M upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Village Surveyer (Grade-III)** in the **DEPARTMENT OF REVENUE (SURVEY & LAND RECORDS)**

GOVERNMENT OF ANDHRA PRADESH
TIRUPATI URBAN DEVELOPMENT
AUTHORITY - TIRUPATI



Name : S. VENKATESH
Designation: Work Inspector (OS)
Emp.id.no : 254

S. Venkatesh
18/2/2020
EXECUTIVE ENGINEER
TIRUPATI URBAN DEVELOPMENT AUTHORITY
TIRUPATI

S. Venkatesh
Employee's Signature



**GOVERNMENT OF ANDHRA PRADESH
PANCHAYAT RAJ DEPARTMENT
CHITTOOR DIST., A.P.**

IDENTITY CARD



Name : **V SOMASANKARANAND**
Designation : **Village Surveyor**
Emp. ID. : **1168160**
Office : **Venkatapuram Sachivalayan
S.R. Puram Mandal,
Chittoor Dist, A.P.**

V. Somasankaranand
Signature of the Employee

S.R. Puram
-MPDO,
S.R.Puram



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. BALAVENKATASIVASAI GUDDETI

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm you date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. POGALA.DENNY PRIYATHAM

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. K MANOJ KUMAR

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. AVULAPATI NIRANJAN

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. KONGANI PRUDHVI RAJ

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. BUNGA RAGHUVVEERA REDDY

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. PERUMAL UDAYKUMAR REDDY

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.12, 500 /- (Twelve thousand and five hundred Rupees only) per month in the training period only. After completion of 6 months training we will provide 19,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

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Director — Corporate



APPOINTMENT ORDER

12nd Feb 2018

To

Mr. K.JANARDHAN

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

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Director — Corporate



OFFER LETTER

Mar 16, 2018

Dear Mr. **YAGAVAKOTA ASIF BASHA**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

On confirmation as a regular employee, you will be required to give one month notice in case you decide to leave our services. Similarly, the Company may terminate your services immediately on disciplinary grounds.

We expect you to join on **August 4, 2018** otherwise this offer will stand withdrawn automatically. The company looks for a long-term association with its employees and expects the same from you.

Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

Wt. 177, Ground Floor, Dwaraka Nagar, Vishakhapatnam, Andhra Pradesh-41, India.



OFFER LETTER

Mar 16, 2018

Dear Mr.**POLAVARAM DILIP KUMAR**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. HaseenaShaik
HR Manager

CONCENTRIX SERVICES

No: 177, Ground Floor, Dwaraka Nagar, Vishakapatnam, Andhra Pradesh-41, India.



OFFER LETTER

Dear Mr. **GNANA SAI M**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Mar 16, 2018

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

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Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No. 17/7, Ground Floor, Dwaraka Nagar, Vishakhapatnam, Andhra Pradesh-41, India.



OFFER LETTER

Mar 16, 2018

Dear Mr. **KARTHEEK.N**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

On confirmation as a regular employee, you will be required to give one month notice in case you decide to leave our services. Similarly, the Company may terminate your services immediately on disciplinary grounds.

We expect you to join on **August 4, 2018** otherwise this offer will stand withdrawn automatically. The company looks for a long-term association with its employees and expects the same from you.

Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

17th Ground Floor, Dyanika Complex, Vengal Rao Nagar, Hyderabad - 500011, India



OFFER LETTER

Mar 16, 2018

Dear Mr. **MUTHYALAPATI MALLIKARJUNA**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX

Concentrix India Private Limited, Plot No. 10, Phase 1, Industrial Area, Puttur, Andhra Pradesh - 522 202
Tel: 0863 261 2222 | Fax: 0863 261 2223 | Email: hr@concentrixindia.com | Website: www.concentrixindia.com



OFFER LETTER

Mar 16, 2018

Dear Mr. **KATARI MANOJ KUMAR**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Yours sincerely,

Mrs. Hascena Shaik
HR Manager

CONCENTRIX SERVICES

No. 15, 7, Ground Floor, Dwaraka Nagar, Visthalapalem, Andhra Pradesh-51, India.



OFFER LETTER

Mar 16, 2018

Dear Mr. **PATURU.MANOJKUMAR**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. HaseenaShaik
HR Manager

CONCENTRIX

CONCENTRIX
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh



OFFER LETTER

Dear Mr.A NAGENDRA
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Mar 16, 2018

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No. 17/7, Ground Floor, Dwaraka Nagar, Vishakhapatnam, Andhra Pradesh-41, India.



OFFER LETTER

Mar 16, 2018

Dear Mr. **AERVA PARAMESHWARA REDDY**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No: 177, Ground Floor, Kharas Nager, V.H. Nagar, Andhra Pradesh, India.

OFFER LETTER

Mar 16, 2018

Dear Mr. **SHAIK FAYAZ BASHA**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Yours sincerely,



Mrs. Haseena Shaik
HR Manager

CONCENTRIX

Head Office: Concentrix India Pvt. Ltd., 10th Floor, Regency Towers, 100 Feet Road, Hyderabad, India. Phone: +91 800 000 0000



OFFER LETTER

Mar 16, 2018

Dear Mr. **MUDDULURU SUNIL KUMAR RAJU**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

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Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

100, Dhanuvarthi Nagar, Vijaya Vittala, Hyderabad - 500082



OFFER LETTER

Mar 16, 2018

Dear Mr. **MAVUDURU VENUGOPAL**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

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Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX SERVICES

No. 177, Ground Floor, Dwaraka Nagar, Vengal Rao Nagar, Hyderabad - 500015, India



OFFER LETTER

Mar 16, 2018

Dear Mr. MOTANNA GARI VISWANATH
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX

No. 100, 1st Floor, Dammika Nagar, Puttur, Andhra Pradesh - 522202



OFFER LETTER

Mar 16, 2018

Dear Mr. A.YASHIWANTH
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Yours sincerely,

Mrs. HascenaShaik
HR Manager

CONCENTRIX SERVICES

Concentrix India Pvt. Ltd. | Dwaraknagar, Sec 10 | Hyderabad, Andhra Pradesh | India | 500095



OFFER LETTER

Dear Mr. **MUPPALLA NAVEEN KUMAR**
Siddharth Institute of Engineering and Technology
Puttur, Andhra Pradesh

Mar 16, 2018

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Customer Support Executive-Trainee**.

On successful completion of your training, you will be applicable for Payroll and your Role Designation will be **Customer Support Executive**. The detailed structure of your salary will be provided in the appointment letter. The location of posting would be communicated to you upon successful completion of training. Post completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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Welcome to the Concentrix family. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Mrs. Haseena Shaik
HR Manager

CONCENTRIX

No. 177, Ground Floor, Dwaraka Nagar, V.V. Road, Puttur, Andhra Pradesh - 524 201, India.

03-Sep-2020

Dear Kamasanithulasi Reddy,
B.Tech, Mechanical Engineering
Siddharth Institute of Engineering and Technology

Candidate ID – 14787379

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs. 20,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs. 383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum pass percentage as per University norms (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Kamasanithulasi Reddy

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8575	102,900
2	HRA*	5145	61,740
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	4243	50,916
8	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	650	7,800
Annual Gross Compensation			293,556
Incentive Indication (per annum)**			20,000
Annual Total Compensation			313,556
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			4,949
Annual Total Remuneration			338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines

To,
Mr. Abdul Rahiman
S/o Kadar Basha
HNO :5-1-173,
City/Village : Chudi,
Mandal : Kowthalam,
District : Kurnool-518333.

Date:20.10.2020.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you , we are pleased to offer you a one-year training in Production Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period . Your training will be terminated , if you are not found medically fit.
3. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
4. You shall be liable to be transferred/posted to any location,department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
6. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
8. This offer of training is based on the information furnished in your application . If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.



August 24, 2017

T BALAJI SESA SAI
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear T BALAJI SESA SAI,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Narayanavanam, Puttur.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions

Yours sincerely,
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

CHARANKUMAR ORUGANTI
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

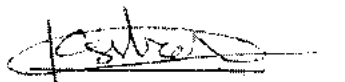
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions.


This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,
For DND Global Technology & Solutions


K S L Reddy
Director - Human Resources


Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

RAVILLA DHEERAJKRISHNA

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL:-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

K.DINAKAR

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

KAGITHAALA PUDI DINESH
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a leading IT services and solutions provider.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

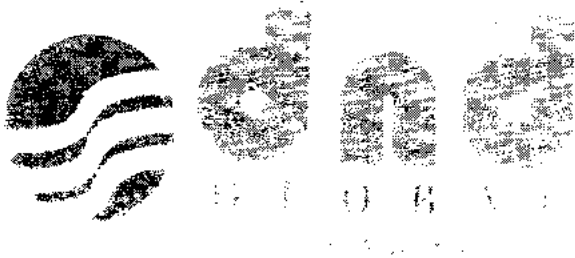
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

VURANDURI GURUPRASAD

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur, Andhra Pradesh.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
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August 24, 2017

NAGALLA MAHESH

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur, Andhra Pradesh.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

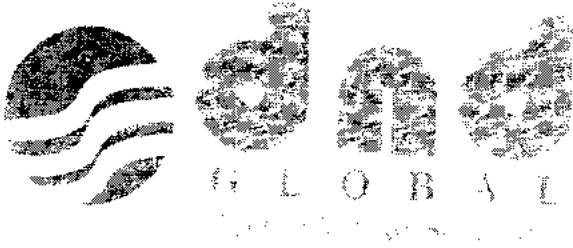
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
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August 24, 2017

K.MOHAN

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

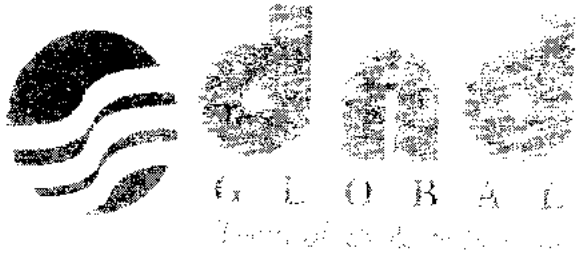
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
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August 24, 2017

D NIKIL

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a leading provider of IT solutions.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

A handwritten signature in black ink, appearing to read 'K S S L Reddy', written over a horizontal line.

K S S L Reddy
Director - Human Resources

A handwritten signature in black ink, appearing to read 'Nagabhushana Geedhara', written over a horizontal line.

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

G PRASHANTH REDDY

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

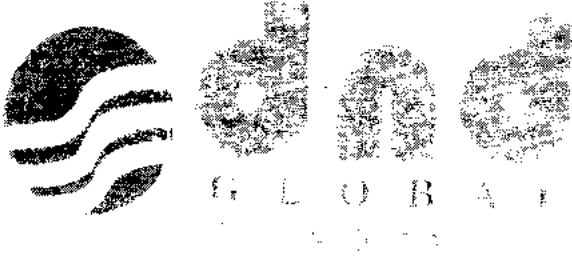
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
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August 24, 2017

VADDI SAI DILEEP REDDY

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur, Andhra Pradesh.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

A handwritten signature in black ink, appearing to read 'K S S L Reddy', written over a horizontal line.

K S S L Reddy
Director - Human Resources

A handwritten signature in black ink, appearing to read 'Nagabhushana Geedhara', written over a horizontal line.

Nagabhushana Geedhara
CEO

ENCL:-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

SAI SRINIVASULU V
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear SAI SRINIVASULU V,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Global Technology & Solutions Private Limited.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

NOOKALA SAI

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a leading

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

TIRUMANYAM SETHU KUMAR

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, Puttur.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

SHAIK MEERJAVALI

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a Private Limited Company.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

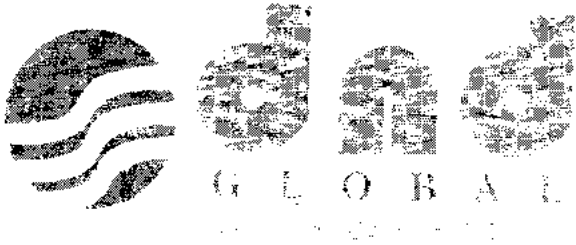
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



August 24, 2017

VALMETI SUBRAMANYAM

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a member of the Siddharth Group of Institutions.

This apprenticeship opportunity will commence from **4th October, 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

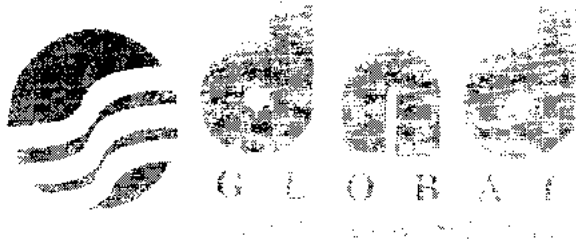
For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL:-

TERMS AND CONDITIONS OF CONTRACT
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August 24, 2017

VELIGANDLA VASANTH KUMAR RAJU
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

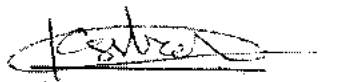
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a leading technology solutions provider.

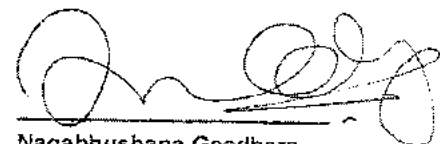
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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,
For DND Global Technology & Solutions


K S S L Reddy
Director - Human Resources


Nagabhushana Geedhara
CEO

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS**



August 24, 2017

KANDUKURI VENKATA SURESH BABU

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions.

This apprenticeship opportunity will commence from **4th October**, 2017. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

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We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,

For DND Global Technology & Solutions

K S S L Reddy
Director - Human Resources

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS



Lathangi Ford

LETTER OF APPOINTMENT

22 June 2018

Dear Mr. KAMMA DHARMA THEJA

With reference to your application and the subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions:

1. **DESIGNATION:** You will be designated as "Service Advisor".
2. **COMPENSATION:** You Monthly Salary will be **12,000/Gross**.
3. **PLACE OF WORK:** You will be placed at our Bangalore Office. However, your services are transferable to any place in the Country within the Company or to any of its associate or sister concerns or its subsidiary at any place in India or abroad whether existing today or which may come up in future at any time at the sole discretion of the management.
4. **REPORTING DUTY:** You will be reporting to "Service Manager" or any person nominated by him.
5. **PROVIDENT FUND:** You will be eligible for Provident Fund as per Provident Fund rules.
6. **SECURITY:** You will not give out to anyone by word of mouth or otherwise particulars of details of designing process, technical know-how, security arrangements, administration and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of being in the employment of the Company.
7. **EFFECTIVE DATE OF APPOINTMENT:** You are required to join by **30.05.2018**. In case you do not report for work by this date, this offer will stand automatically withdrawn, unless extended by the management. Please bring along with you two copies of your recent passport size photographs and copies of your certificates and proof of your residence.
8. **PROBATION :** You will be on probation for a period of **6 months** from the date of joining work, but if the management is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during/or on completion of the probationary period. This period of probation will be liable to such extension(s) as the management may deem fit in its sole discretion and unless an order in writing confirming you is given, you will not be deemed to have been made permanent.

Lathangi Motors Pvt. Ltd.

688, 100ft. Ring Road, 15th Cross, J.P. Nagar, 2nd Phase, Bangalore - 560 078.

Ph. : 91-80-41107999 / 49336900, Fax : 41107111

E-mail : sales@lathangiford.com / service@lathangiford.com

www.lathangiford.com



Lathangi Ford

LETTER OF APPOINTMENT

22 June 2018

Dear Mr. VELIGINDLA PRASAD

With reference to your application and the subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions:

- 1. DESIGNATION:** You will be designated as "Service Advisor".
- 2. COMPENSATION:** You Monthly Salary will be **12,000/Gross**.
- 3. PLACE OF WORK:** You will be placed at our Bangalore Office. However, your services are transferable to any place in the Country within the Company or to any of its associate or sister concerns or its subsidiary at any place in India or abroad whether existing today or which may come up in future at any time at the sole discretion of the management.
- 4. REPORTING DUTY:** You will be reporting to "Service Manager" or any person nominated by him.
- 5. PROVIDENT FUND:** You will be eligible for Provident Fund as per Provident Fund rules.
- 6. SECRECY:** You will not give out to anyone by word of mouth or otherwise particulars of details of designing process, technical know-how, security arrangements, administration and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of being in the employment of the Company.
- 7. EFFECTIVE DATE OF APPOINTMENT:** You are required to join by **30.05.2018**. In case you do not report for work by this date, this offer will stand automatically withdrawn, unless extended by the management. Please bring along with you two copies of your recent passport size photographs and copies of your certificates and proof of your residence.
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Ph. : 91-80-41107999 / 49336900, Fax : 41107111

E-mail : sales@lathangiford.com / service@lathangiford.com

www.lathangiford.com



Lathangi Ford

LETTER OF APPOINTMENT

22 June 2018

Dear Mr. M SAI THEJA

With reference to your application and the subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions:

1. **DESIGNATION:** You will be designated as "**Service Advisor**".
2. **COMPENSATION:** You Monthly Salary will be **12,000/Gross**.
3. **PLACE OF WORK:** You will be placed at our Bangalore Office. However, your services are transferable to any place in the Country within the Company or to any of its associate or sister concerns or its subsidiary at any place in India or abroad whether existing today or which may come up in future at any time at the sole discretion of the management.
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6. **SECRECY:** You will not give out to anyone by word of mouth or otherwise particulars of details of designing process, technical know-how, security arrangements, administration and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of being in the employment of the Company.
7. **EFFECTIVE DATE OF APPOINTMENT:** You are required to join by **30.05.2018**. In case you do not report for work by this date, this offer will stand automatically withdrawn, unless extended by the management. Please bring along with you two copies of your recent passport size photographs and copies of your certificates and proof of your residence.
8. **PROBATION :** You will be on probation for a period of **6 months** from the date of joining work, but if the management is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during/or on completion of the probationary period. This period of probation will be liable to such extension(s) as the management may deem fit in its sole discretion and unless an order in writing confirming you is given, you will not be deemed to have been made permanent.

Lathangi Motors Pvt. Ltd.

688, 100ft. Ring Road, 15th Cross, J.P. Nagar, 2nd Phase, Bangalore - 560 078.

Ph. : 91-80-41107999 / 49336900, Fax : 41107111

E-mail : sales@lathangiford.com / service@lathangiford.com

www.lathangiford.com



Lathangi Ford

LETTER OF APPOINTMENT

22 June 2018

Dear Mr. M.SIDDIK

With reference to your application and the subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions:

1. **DESIGNATION:** You will be designated as "Service Advisor".
2. **COMPENSATION:** You Monthly Salary will be **12,000/Gross**.
3. **PLACE OF WORK:** You will be placed at our Bangalore Office. However, your services are transferable to any place in the Country within the Company or to any of its associate or sister concerns or its subsidiary at any place in India or abroad whether existing today or which may come up in future at any time at the sole discretion of the management.
4. **REPORTING DUTY:** You will be reporting to "Service Manager" or any person nominated by him.
5. **PROVIDENT FUND:** You will be eligible for Provident Fund as per Provident Fund rules.
6. **SECRECY:** You will not give out to anyone by word of mouth or otherwise particulars of details of designing process, technical know-how, security arrangements, administration and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of being in the employment of the Company.
7. **EFFECTIVE DATE OF APPOINTMENT:** You are required to join by **30.05.2018**. In case you do not report for work by this date, this offer will stand automatically withdrawn, unless extended by the management. Please bring along with you two copies of your recent passport size photographs and copies of your certificates and proof of your residence.
8. **PROBATION :** You will be on probation for a period of **6 months** from the date of joining work, but if the management is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during/or on completion of the probationary period. This period of probation will be liable to such extension(s) as the management may deem fit in its sole discretion and unless an order in writing confirming you is given, you will not be deemed to have been made permanent.

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INDO US MIM TEC PVT. LTD.

Precision Investment Castings Plant, CIN - U28110AP1996PTC023794

62-B (Part-II), APIIC Industrial Park, Gajulamandyan, Attur Post, Renigunta, Chittoor, Andhrapradesh, India
517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/0085

24 April 2018

Dear Mr. BANDARU ASHOK KUMAR

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

We offer you a compensation of Rs.1, 80, 575/- p.a (Rupees One Lakh Eighty Thousand Five Hundred and Seventy Five only per Annum) on cost to company basis. The breakup of the compensation package is enclosed with this letter.

Kindly note that you will not be entitled to any other benefits or perquisites.

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You may have to work in shifts as and when required based on organizational requirements. Based on organizational requirements your services may be transferred from one location to the other and from the present company to any other company in the group or any other associate company wherever located.

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517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/002

24 April 2018

Dear Mr. K FATHE MOHAMMED KHAN

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

Ph +91 9390845667/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/0055

24 April 2018

Dear Mr. **PUTTUR HEMANTH KUMAR**

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd. and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/0025

24 April 2018

Dear Mr. M S KESAVA

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in Tirupathi. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info.us@indo-mim.com

Ref:2018/GETME/0052

24 April 2018

Dear Mr. KIRANKUMAR REDDY.D.Y.

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd.. and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

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Ref:2018/GETME/0016

24 April 2018

Dear Mr. VELLAPAGARI KRISHNA SAI

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/0026

24 April 2018

Dear Mr. JALLA LATHEESH

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

Ph: +91 9390845662/3/4/5 Fax: +91 877 2271003 Email: info@indo-us-mim.com

Ref:2018/GETME/0058

24 April 2018

Dear Mr. RAYAPATI RAVI THEJA

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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INDO-MIM

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517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info@indo-mim.com

Ref:2018/GETME/0088

24 April 2018

Dear Mr. P.SAI BHARGAV

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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Regd. Office: 213 (539/A) Street - 7, Lane - 2, Himayat Nagar, Hyderabad, Telangana, India 500029
Corporate Office: 45(P), KIADB Industrial Area, Hosakote, Bangalore, Karnataka, India 562 114
Phone - +91 80 2204 8800, Fax - +91 80 2797 1624, Website: www.indo-mim.com



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517520

Ph +91 9390845662/3/4/5 Fax+91 877 2271003 Email: info.ic@indo-mim.com

Ref:2018/GETME/0056

24 April 2018

Dear Mr. MADDIPATLA UDAYSAI

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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517520

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Ref:2018/GETME/0019

24 April 2018

Dear Mr. NIMMAKAYALA VENKATESH

I am writing this with reference to your application to M/s Indo US MIM Tec Pvt Ltd., and to the personal discussion that we had with you.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Indo US MIM Tec Pvt Ltd. You will be posted at investment casting plant in **Tirupathi**. You will report to **Mr. Nagaraju R** who is incharge of **Machine shop** at the Plant.

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JAY ENGINEERING WORKS

Plot - New No. 13, Old No. 422, 14th Street,
SIDCO Industrial Estate, Ambattur, Chennai - 600 090,

Phone : 72409 49957

Mobile : +91-98400 26499, +91-98400 25773

E-Mail : contactjew@gmail.com, Website : www.jaycncmachining.in



Appointment Letter

Date: 11.7.2018

Dear D.Vamsi krishna :

Further to the interview you had with us on 11.7.2018 and as agreed mutually you are hereby appointed as **Graduate Engineers Trainee** for a fixed period of one year as per terms and condition mentioned hereunder:

1. Period - This appointment is for the period of one year commencing from the date of joining
2. Compensation package: Your salary per month would be Rs 11,000/- CTC (NLEM)
3. Automatic cessation of Employment : On completion of the aforesaid period, Your engagement as **As Graduate Engineers Trainee** will automatically come to an end
4. The management is entitled to terminate your services during this period by giving you one month notice
5. Rules & regulations: You will be governed by the rules and regulations of the company which are in vogue and which may be enforced from to time
6. You will be required to work in any shift as directed by management from time to time
7. You shall carry out duties assigned to you and shall not give reasons for any complaint affecting the interests of the customers.

Thanks & Regards

JAY ENGINEERING WORKS PVT LTD





JAY ENGINEERING

Street - New No 75, Old No 102, 1st Floor,
 SIDCO Industrial Estate, A. S. Road, Madhavaram,
 Chennai - 600 031.
 Phone : 044-26499111
 Mobile : 91-98400 26499 / 91-90400 1817
 E-Mail : contactjew@gmail.com, Website : www



Appointment

11/7/2018

Dear Punnati Sivareddy :

Further to the interview you had, you are hereby appointed as Graduate Engineers Trainee and condition mentioned hereunder:

Annually
per terms

1.Period : This appointment is for the period of one year.

is

2.Compensation package: Your salary per month would be

3.Automatic cessation of Employment : On completion of Graduate Engineers Trainee will automatically come to

gement asAs

4.The management is entitled to terminate your services if notice

month

5.Rules & regulations: You will be governed by the rules and which may be enforced from to time

are in

6.You will be required to work in any shift as directed by

7.You shall carry out duties assigned to you and shall not neglect the interests of the customers

pecting the

Thanks & Regards

JAY ENGINEERING WORKS PVT LTD





MEDITAB

Dear Mr.V Chandrababu,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

- By signing this, it is understood that effective from the date of joining you will be serving with us for 36 months with the following conditions:
 - I. An amount equivalent to 20% of your salary will be deducted from your salary every month, the accumulated amount will not exceed Rs. 1,50,000/-. The accumulated amount will be given to you (without interest) at the end of your 36 months of service. In the event you leave Meditab during this period of 36 months, you will be liable to pay us the amount calculated as:
Rs.1,50,000 – (20% of your salary * number of months in Meditab employment)
- The first 3 months of your employment will be training period followed by 3 months of Probation period. Only upon successful completion of your Training and Probation period shall your services be confirmed with the organization.

We think it is pertinent, at this juncture, to bring to your knowledge that subsequent to your joining, you will be required to sign a confidentiality agreement not to disclose any confidential information at any time during or after your employment.

For a period of three (3) years (the "Non-Competition Period") after resignation or termination, you will not, either individually or in conjunction with any other person(s) or business entity or in any other manner whatsoever, have interest in, or enter into employment with any of the Corporation's clients, Value Added Reseller, Competitor(s) and/or vendor. You agree that you will not attempt to establish business relation with any of the company's Clients, Value Added resellers, competitors and/or vendors. You also agree that you will not attempt to directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce any employee of the Company with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with the Company.

For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____



MEDITAB

Dear Mr. K. Dilliprasad,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

- By signing this, it is understood that effective from the date of joining you will be serving with us for 36 months with the following conditions:
 1. An amount equivalent to 20% of your salary will be deducted from your salary every month, the accumulated amount will not exceed Rs. 1,50,000/-. The accumulated amount will be given to you (without interest) at the end of your 36 months of service. In the event you leave Meditab during this period of 36 months, you will be liable to pay us the amount calculated as:
Rs.1,50,000 – (20% of your salary * number of months in Meditab employment)
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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____



MEDITAB

Dear Mr. N.Ganesh,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

7 July 2018

Dear Mr. K.V.Lokesh,

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____



MEDITAB

Dear Mr.C.Mahesh,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

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Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

Dear Mr.T.Naveen,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

Dear Mr.Danda Rajesh,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

7 July 2018

Dear Mr. Ramu Saikumar,

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

Mediab Software (India) Pvt. Ltd. Kalasagar Shopping Hub,
219/A, 2nd floor, Kalasagar Shopping Hub, Kalasagar, Mysore, Karnataka 575 002

7 July 2018

Dear Mr. Ankam Sisindri,

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

Your date of joining will be **6th August 2018**. On receipt of this letter, kindly send your acceptance within three days from the date of issue of this letter. This offer stands valid only till that time. The terms and conditions of your employment are as follows:

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____



MEDITAB

Dear Mr. V.Sukesh,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

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Accepted _____

Meditab Software (I) Pvt. Ltd. • 219/A, 2nd floor, Kalasagar shopping hub,



MEDITAB

Dear Mr. E.Yeswanth,

7 July 2018

Subject: Offer Letter

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Data Science Analyst Trainee**. A detailed appointment letter will be issued to you after your joining and on completion of the necessary formalities.

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For Meditab Software (India) Pvt Ltd,

Human Resource Team

I hereby agree that I will perform my duties at Meditab Software (India) Pvt. Ltd.

Accepted _____

APPOINTMENT ORDER

11th Dec 2017

To

Mr. KAVUTOORI MURALIDHAR

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm your date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

At the time of joining you have to bring the photocopy of the following certificates or documents.

- SSLC Marksheet.
- PDS/Ration Card
- Provisional Certificate
- Aadhar Card.

WITH BEST WISHES



Manager - General

APPOINTMENT ORDER

11th Dec 2017

To

Mr.NAVEEN YADAV

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

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WITH BEST WISHES



Manager - General

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED Regd. Office, No. 1

Phase-1, Sector-10, Estate (T.I.E.)

Chennai, Tamil Nadu - 600 032.

Phone: 4411500

Fax: 44-44053830 EMAIL: info@meil.in

APPOINTMENT ORDER

11th Dec 2017

To

Mr.MARUSANI NIRANJAN

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

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WITH BEST WISHES



Manager - General

APPOINTMENT ORDER

11th Dec 2017

To

Mr.MUTALA REDDY MASTHAN

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

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WITH BEST WISHES



Manager - General

APPOINTMENT ORDER

11th Dec 2017

To

Mr.P.SAI GANESH

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

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WITH BEST WISHES



Manager - General

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED Head Office: Bangalore

Branch Office: Mysore (T.E.)

Branch Office: Mysore (T.E.)

Branch Office: Mysore

Branch Office: Mysore (T.E.)

APPOINTMENT ORDER

11th Dec 2017

To

Mr. T SARAVAN KUMAR

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm your date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

At the time of joining you have to bring the photocopy of the following certificates or documents.

- SSLC Marksheet.
- PDS/Ration Card
- Provisional Certificate
- Aadhar Card.

WITH BEST WISHES



Manager - General

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED (Head Office) S. J.

Chennai, Tamil Nadu (T.N) India

Phone: 044-2666-0000

044-2666-0001

044-2666-0002. EMAIL: info@meil.in

APPOINTMENT ORDER

11th Dec 2017

To

Mr. KUNCHA SIVA KUMAR

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm you date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

At the time of joining you have to bring the photocopy of the following certificates or documents.

- SSLC Marksheet.
- PDS/Ration Card
- Provisional Certificate
- Aadhar Card.

WITH BEST WISHES



Manager - General

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED (Regd. Office: S-2,

Telugupati Industrial Estate (T.I.E.),

Chilakalurthi, Hyderabad - 501 037

Andhra Pradesh, INDIA.

Phone: +91 80-44377800, Fax: +91 80-44377801

APPOINTMENT ORDER

11th Dec 2017

To

Mr. G.SUNNY

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm your date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

At the time of joining you have to bring the photocopy of the following certificates or documents.

- SSLC Marksheet.
- PDS/Ration Card
- Provisional Certificate
- Aadhar Card.

WITH BEST WISHES



Manager - General

APPOINTMENT ORDER

11th Dec 2017

To

Mr. YUGESH.C

With reference to your application for employment and personal interview held at our office, we are pleased to offer you the employment with our Organization as "Trainee Engineer-Process".

Your CTC will be Rs.17, 000/- (Seventeen thousand Rupees only) per month in the training period only. After completion of 6 months training we will provide 21,000/-.

The terms and conditions governing your employment will be subject to Service Agreement and all such rules and regulations are in accordance with Company Policy and Terms & Conditions as applicable, enforced, amended or altered from time to time.

You are requested to confirm you date of joining your date of joining, as the offer stands withdrawn after seven working days from the date issue of this offer, unless the date is extended by Company, as per the admin procedures. Therefore you are advised to forward your acceptance in writing along with the date of joining.

At the time of joining you have to bring the photocopy of the following certificates or documents.

- SSLC Marksheet.
- PDS/Ration Card
- Provisional Certificate
- Aadhar Card.

WITH BEST WISHES



Manager - General

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED (Megha Office: 2/1)

Technopark Industrial Estate (T.I.E.),

Chaitanyar, Hyderabad -500 037.

megha@meil.in

Ph: 01745 00000, E-MAIL: meil@meil.in

Date: 11-08-2018

Ref: 20210819BJ



Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear GORLA MANOJ KUMAR NAIDU,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018



Ref: 20210811BJ

Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear GAJJELA PAVAN KALYAN,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read 'Karthikeyan K'.

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018

Ref: 20210812BJ



Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear SAPPANI RUPESH,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018



Ref: 20210859BJ

**Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939**

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear R.V.SATEESH KUMAR,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read 'Karthikeyan K'.

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018

Ref: 20210666BJ



**Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939**

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear MADDIBOYINA SUDHAKAR,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018

Ref: 20210668BJ



**Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939**

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear K TULASIRAM,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read "Karthikeyan K.", with a horizontal line underneath.

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018

Ref: 20210868BJ



Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939
1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear RACHAPALLI VISHNUVARDHANREDDY,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

Karthikeyan K,
Chief Technology Officer

Date: 11-08-2018

Ref: 20210815BJ



Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear S MANIKANTA REDDY,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read 'Karthikeyan K'.

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018

Ref: 20210818BJ



**Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939**

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear AMARAVATHI SREEKANTH,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining on or **before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read "Karthikeyan K.", written over a horizontal line.

Karthikeyan K,

Chief Technology Officer

Date: 11-08-2018



Ref: 20210816BJ

**Open Weaver India Private Ltd,
CIN:U72900TN2020FTC134939**

1st Floor, Smartworks Arihant Verge, OMR Service Rd,
Perungudi, Chennai, Tamil Nadu – 600096

Employment Offer Letter

Dear T VISHNU VARDHAN,

We are delighted to offer you a position of **Junior Engineer (Trainee)** with Open Weaver India Private Limited. At Open Weaver we are building solutions for tomorrow's big ideas. We look forward to having you join us in this journey.

Your total fixed emoluments are Rs **3,60,000/-** per annum. The details are described in Annexure-A. You will be eligible for other benefits as detailed out in the Annexure-A

Please do share your confirmation on acceptance of this offer **before 13th Aug 2018** by email. This offer is valid for a date of joining **on or before 21th August 2018**.

This offer & employment is subject to successful completion of background verification. We warmly welcome you to be part of the Open Weaver family.

For Open Weaver,

A handwritten signature in black ink, appearing to read 'Karthikeyan K'.

Karthikeyan K,

Chief Technology Officer



ROCKMAN



Date: 10/10/2019

Ref: HR/2019/001

G Devendra
9-504, Sahakar, 1st floor,
Bahadurpet, Mysalabasti
Chittoor, Andhra Pradesh - 517521

Subject: Letter of Offer for Employment

Dear Mr. Devendra,

This refers to the interview you had with us. We are pleased to offer you appointment as 'Diploma Engineer Trainee'(D.E.T.) your training will be for a period of one year and after successful completion of your training and performance review thereof, you will be confirmed as an 'Assistant Engineer'.

Your starting monthly stipend will be '₹. 17000/' (Seventeen thousand only) subject to deduction of ESI and other benefits of the company.

As per the provision of Bonus Act 1966, you will not be entitled/eligible for bonus during your training period.


You are required to join us by 14.10.2019.

The formal offer of appointment will be given to you when you report for training.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.


Yours Sincerely,

For Rockman Industries



A.V Nagesh Kumar

AVP - Operations



Read & Accepted

ROCKMAN INDUSTRIES LTD

Plot No. 27, Sahakar, Bahadurpet, Chittoor - 517521 (Andhra Pradesh)
Tel: 08646288000 Fax: 08646288001

Chittoor Branch: Plot No. 27, Sahakar, Bahadurpet, Chittoor - 517521
Mysalabasti Branch: Plot No. 27, Sahakar, Bahadurpet, Mysalabasti, Chittoor - 517521
Tiruvallur Branch: Plot No. 27, Sahakar, Bahadurpet, Tiruvallur - 601301

OFFER CUM APPOINTMENT LETTER

**Mr. Robin Vincent,
1-148, OBK Street,
Nagari,
Andhra Pradesh - 517590.**

20.10.2020

Dear **Robin**,

Congratulations! With reference to your application and subsequent interviews with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Tester**.

We take this opportunity to thank & appreciate your decision to join **Xenovex Technologies Pvt Ltd**. You are requested to join us on or before **02.11.2020**.

You will be in probation for a period of 6 months from the date of your joining. Your gross emoluments will be **Rs. 3,30,000 /- (Three Lakh and Thirty Thousand Only)** per Annum. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at **Xenovex Technologies Pvt Ltd**.

As confirmation of your acceptance, please sign the duplicate copy of this letter and return it to us as a token of your acceptance. We request you to indicate joining date at the earliest.

For **Xenovex Technologies Pvt Ltd.**,

R. Abitha

**Abitha R,
Executive – HR**



T&AS Designtech Services Pvt. Ltd.

Tel : 91-40-40172118/40175716

Website : www.tasengg.com

Dated: 17/09/2018

To,
Mr. Sorakayapata Somu,
D.No:1/65,Kota Street,Narayanavanam(P&Mdl),Chittor(D),Tirupathi,A.P-517581

Sub: Appointment Letter

Dear Sorakayapata Somu,

We have the pleasure to appoint you as "Associate Engineer". Your employment is governed by the following terms and conditions.

APPOINTMENT

- Your date of appointment is effective from the date of joining i.e. **17th September, 2018**.
- Your place of work will be **T & AS Designtech Services Pvt Ltd., 3rd Floor, Madhupala Towers, Greenlands, Ameerpet, Hyderabad – 500016**. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries or associates, if, as and when required.

REPORTING

You would be reporting to the **Team Leader** and/or to whosoever the Company deems fit to be your manager

WORKING HOURS

Your working hours are from 10 am to 7pm however, these working hours are subject to change as per the business requirements. In addition, you may on occasion be required to work additional hours due to compelling work-related exigencies. The Company does not pay any additional salary for the extra hours

PROBATION

You will be placed on probation for a period of **six months** from the date of your appointment. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended as deemed fit by the management. The probation period will be assumed to have been extended until you receive your confirmation in writing.

LEAVES

Leaves are applicable as per the Leave Rules. Unauthorised absence or absence without permission from duty for a continuous period of 7 days would make you lose your job or employment. In such case your employment shall automatically come to an end without any notice or termination notice pay.

COMPENSATION

The salary and perquisites applicable to you are as discussed and mutually agreed upon. The organization views compensation details to be highly confidential and the same is expected from you. In the event of breach of this clause on your part during probation or earlier confirmation T&AS Designtech Services Pvt. Ltd. reserves the right to terminate this contract immediately without any notice.

You will be paid annual CTC of Rs. 1,60,000/- (Rupees One Lakh Sixty Thousand only)





Dated: 11/09/2018

To,
Mr. Doraswamy Sathyaraj,
D No: #20-33/A, Sakalapeta Street, Gate Puttur, Puttur, Chittoor (Dist), A.P-517583

Sub: Offer Letter

Dear Doraswamy Sathyaraj,

This is with reference to our discussions, we are pleased to appoint you as "Associate Engineer" in our organization on the following terms & conditions:

1. You are required to join us latest by **17th Sept, 2018**, beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.
2. You will be on probation for the period of six months from the date of joining.
3. Your gross annual salary is Rs. 1,60,000/- (Rupees One Lakh Sixty Thousand only).
4. Your detailed appointment letter will be issued to you at the time of your joining.
5. Your employment will be governed by the service rules of the company in force from time to time. You will abide to the rules and regulation of the company, which can be changed as deemed fit by the management.
6. The organization views compensation details to be highly confidential and the same is expected from you.
7. You are required to submit following documents to fulfill pre-joining formalities on or before **17th Sept, 2018**.
 - a. 4 Passport Size Photos
 - b. 2 Photo copies of ID Proof and Residence Proof
 - c. 1 Photocopy of academic certificates - 10th to Highest qualification
 - d. Resignation Acceptance letter of previous employment, if applicable
 - e. Previous Employment proofs (Experience letter, relieving letter, if applicable)
 - f. Last 3 Months pay slips and bank statement


We are very happy to have you join our growing team and look forward to a long and mutually beneficial association. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us by **14th Sep, 2018**.

Warm Regards,

For T&AS DesignTech Services Pvt. Ltd.


Rahul Reddy Rajadulla
HR Manager

I accept the above mentioned employment offer and acknowledge receiving a copy of the same.

Signature: 
Name: Doraswamy Sathyaraj
Date: 14/09/2018

Date: 14-Mar-2020

Ref: 769545/1780592/Permt

Mr. T Dileep kumar .
8-49,Matlavari Street,Narayanavanam
Narayanavanam Kemparapalem,Chittoar (Telangana) - 517581
Phone No: 6305530960

Subject - Offer of Appointment

Dear Mr. T Dileep kumar .,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on U1 band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 164000**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **14-Mar-2020** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **David Rajugudi** at 9:30 AM to complete the joining formalities at **Tech Mahindra Limited, [Unit 12 Plot No 35 & 36 Sy No -64, Hitech City Layout, Madhapur, Hyderabad – 500081]**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **David Rajugudi** latest by **14-Mar-2020**.

UryCloud

OFFER LETTER

OFL/PT/0819/JINY9171

Sai Niranjan Reddy Mangala
Hyderabad

Date: 21st August 2019

Dear Niranjan,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of ERP Trainee Engineer. The date of your joining would be August 21st, 2019. On your joining, you are expected to enter into an agreement by signing necessary documents, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with UryCloud Technologies. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per company policies.

The duration of the classroom, on the job training will be purely based on your performance and need basis. Company will solely reserve the right to make any further changes to the date of joining. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance. You will be on probation for a period of 3 to 6 months and based on the performance and your employment will be confirmed after the review.

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on company requirement. Your confirmation will be based on your positive contribution to the company's objectives. Based on company requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the company is subject to your meeting the qualifying criteria during and at the end of the training, evaluation and review sessions.

You will not be entitled for any compensation during the probation period and signing this document is an acceptance to the terms and conditions of the company. During the probationary period, the company will assess your technical skills, communications, writing skills, attitude, punctuality and team working skills etc and all these will be taken into consideration in confirming your employment and salary after probation period.

Tech
Mahindra



P Kiran

Associate ID

618472

Blood Group

A+ve


Associate ID

11.04.2019

Date: April 15, 2021

Employee Name: Paidela Maheswar Reddy
Emp code: 10476

Band: WL 1.3
Work Level: Associate
Designation: Analyst - Audio programmer

Dear Paidela ,

We take this opportunity to recognise and congratulate you and express our appreciation for your valuable contribution during the year 2020-21. Your committed efforts have added value to our shared vision & common objectives for further growth of the organisation.

In view of your performance and contributions, your revised **compensation effective April 1, 2021** will be **Rs. 632500** per annum. Further detail of your compensation is mentioned in the Annexure.

Information related to your salary is strictly confidential and we appreciate you for treating this communication accordingly.

we take this opportunity to thank you for your contribution and convey our gratitude for your continuous services at Skillmine.

With Best wishes

Employee Signature

Date:



Bijaya Tripathy
Senior Manager-HR

Bangalore
#212, 2nd Floor
Celtic Tower, Green Glen Layout
Bellandur, Bangalore - 560 103

Mumbai
#714, Palm Spring Business Centre, Link Road,
Malad West, Mumbai 400064, Maharashtra, India
Tel: +91 2241701000

Annexure

Paidela Maheswar Reddy		
Components	Monthly	Annual
Base Salary		
Basic	18448.00	221375.00
HRA	7379.00	88550.00
Bonus Payable	1537.00	18444.00
Special Allowance	21824.00	261888.00
Allowances		
LTA (Optional)	0.00	0.00
Total - Gross Salary	49,188.00	590257.00
Retirals		
PF Employer	1800.00	21600.00
Gratuity	886.92	10643
Group Insurance	833.33	10000
Total Fixed Pay		632500.00
Variable Pay	0%	0.00
Total - Cost to Company		632500.00

Employee Signature



LETTER OF APPOINTMENT

Date: 20 July, 2018

ID:Ref/ETI/0584

**Mr. Sandeep Konduru
Kanuru Rajupalem (Vill & Post),
Pellakuru (Md),
SPSR Nellore-524126,
Andhra Pradesh.**

Dear Sandeep,

With reference to the interview and subsequent discussions you had with us, we are pleased to offer you the position of **Software Associate** in our organization on the following terms and conditions.

Your joining date will be on **06 August, 2018** at **Eximius Tech Innovations Pvt. Ltd.** Your joining annual CTC is **Rs. 3,27,000/-**. Your salary composition and other details are listed in the Employment Agreement annexed to this letter.

You would need to submit the following documents on the day of joining.

1. Original educational certificates and mark sheets of the degrees obtained
2. 3 Photo copies of PAN card
3. 3 Passport / Voter ID / Aadhar Card photo copies
4. 6 latest Photographs
5. Salary certificate / Latest 3 months Pay slip and Form 16 or Form 26AS
6. Relieving and Experience letters of present and previous companies

We promise to provide you a platform to grow and fulfill your personal and professional goals. You have made a very favorable impression with everyone you meet and we are excited with the prospect of your joining our company. We look for professionals like you who would partner the future growth of the Organization.

For Eximius Tech Innovations Pvt. Ltd.,


Rohitha Bandaru
HR Manager
HR Department



Terms and Conditions of Employment

1. The Company will pay you the salary in accordance with the Company's standard payroll schedule. Detail description of your monthly salary is as follows:

Salary Component	Monthly	Annual (All Figures in INR)
Basic	13,625.00	1,63,500.00
House Rent Allowance	5,450.00	65,400.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	5,325.00	63,900.00
Medical Allowance	1,250.00	15,000.00
Gross Salary	27,250.00	3,27,000.00
Variable Pay		00.00
	Total CTC	3,27,000.00

2. Ethical Duties & confidentiality

- a. During your employment with the company, we expect you to work with a high standard of initiative and efficiency.
 - b. You will devote you entire time to the work of the company and will not undertake any direct or indirect business or work, honorary or remunerator except with the written permission of the management in each case.
 - c. You are required to not to divulge, communicate or pass on any information related to any aspect of the company to anyone not employed with Eximius.
 - d. You are required to deal with the Company's money, material and documents with the utmost honesty and professional ethics. If you are found guilty, at any point of time, of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, the company will have a right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
3. The regular working hours of the company starts from **10:00 A.M** to **06:30 P.M.** plus any reasonable additional hours that is necessary to fulfil your duties or as otherwise required by the employer.
 4. Your place of posting will be present at Hyderabad. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work.



5. Your employment with **Eximius Tech Innovations Pvt. Ltd.** will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date.
6. It is expressly prohibited to enter into any agreements or any other understanding with any of the Eximius Clients, direct or indirect, during the course of your employment with Eximius.
7. The Laws of India shall govern this employment in all respects. All judicial matters will be handled only in Hyderabad, INDIA.
8. Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary in lieu of notice of termination.
 - However, for cause like misconduct, gross negligence, wilful insubordination or disobedience, misbehaviour or non-performance, Eximius Tech Innovations. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance.

We are pleased that you have accepted employment with us and look forward to having you as a valued employee.

For Eximius Tech Innovations Pvt. Ltd.,


Rohitha Bandaru
HR Manager
HR Department

Acceptance:

I accept this letter of appointment on the terms and conditions as described herein.

Name: _____

(____/____/2018)





07/06/2019

**Ms Nutheti Suknya
Hyderabad.**

Dear Sukanya,

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Associate Career Consultant** in **TeamLease Digital Pvt Ltd**. You will be posted in **Hyderabad**.

Your compensation package will be Rs. **1,80,012/-** per annum (**Rs.11,878/-** per month) on a costto Company basis. The detailed salary break up is given in the attached annexure.

You will also participate in the company's Performance Pay plan as applicable to your role. The plan will be Communicated to you by your manager.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you on your joining us not later than **10/06/2019**. This is also conditional upon you being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining. We will keep the offer open for you until **8/06/2019** by which time, we hope you will send your acceptance letter to us.

We welcome you to TeamLease family and hope you have a challenging and successful career with us.

Thanking you,

Yours faithfully
For **TeamLease Digital Pvt Ltd**.

Read and accepted

A handwritten signature in blue ink, appearing to read "Sangeeta", with a horizontal line underneath it.

**Sangeeta Malkhede
Head Human Resources**

Signature with date

Annexure forming part of offer letter dated 07/06/2019
issued to Ms.Nutheti Sukanya

Compensation Break-Up		
Particulars	Monthly(Rs.)	Annually(Rs.)
Basic	6000	72000
HRA	2400	28800
Advance Stat Bonus	1420	17040
Special Allowance	3421	41052
Empr ESI	629	7548
PF	1131	13572
Total (A)	15001	180012

NETPAY Annexure	
EARNINGS	AMOUNT(Rs)
Basic	6000
HRA	2400
Advance Stat Bonus	1420
Special Allowance	3421
Gross Earning	13241
Deduction	
Emp PF	1131
Emp ESI	232
PT	0
Total Deduction	1363
Net Salary	11878

- Net salary also attracts professional tax based on the job location as applicable.
- Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961
- LTA would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year

Note: This statement is only for the purpose of information and is illustrative in nature.

Over and above the compensation package, you will be also covered under the following Schemes.

- Medical Insurance Scheme for self-up to an amount of Rs.1,00,000 per annum
- Accident Insurance Scheme up to an amount of Rs.2,00,000
- Group Term Life Insurance Scheme for death coverage for Rs. 5,00,000

Documents to be furnished at the time of joining:

- Relieving letter from the previous employer or Resignation acceptance letter (Relieving letter to be submitted within a month of date of joining if resignation acceptance mail is given for joining)
- Last pay slip
- Aadhaar Card Mandatory
- Govt. Issued Identity / Address Proofs such as Passport / PAN / DL / Voter's ID Card
- Educational Certificates – Original & 1 set of Photocopy (Original copy for verification)
- 3 passport size photographs
- Cancelled photo copy cheque of any of the below mentioned Bank account to which your salary is to be credited (HDFC,ICICI,SBI,KMB,CITI,SCB, FEDERAL BANK,AXIS)

Please note that in case you do not furnish all of the above documents, your joining will be deferred till such time as you furnish the relevant documents.

Candidate ID: 1476257 /198386,

Date of Joining: 07/11/2018,

Joining Location: Bangalore,

Designation: Analyst,

Dear kurapati susmitha,

To ensure that you experience a smooth onboarding, we would like to help you with a br your day one at Capgemini.

1. Welcome Address
2. Verification of master data sheet, which contains your detailed information.
3. Verification of joining documents*
4. Receipt of employee handbook and visitor-cum-bus pass
5. Submission of signed documents
6. Receipt of hard copy of offer letter
7. ID cum access card formalities
8. Bank account opening formalities
9. Meeting the buddy

Please report by 8:30 am at Bangalore office, for joining formalities as per the address below:

Address

164-165, EPIP Phase II,
EPIP Industrial Area, Whitefield, Bengaluru 560066

HAP

HATSUN AGRO PRODUCT LTD

DOMAINE D.NO:1/20A RAJIV GANDHI SALAI(OMR)
KARAPAKKAM, CHENNAI - 600 097. PH-044-24501622



NAME : NAMBI UMAPATHI

EMP NO : 16561

DOJ : 09.01.2019 **Authorized Signatory**

A handwritten signature in black ink, appearing to be 'Nambi Umapathi', located at the bottom right of the card.

JOINING REPORT

Name : K. Amarnath
HT No. : TO 748
Designation : Junior Lineman Grade-II
Head quarter / Ward No. : Narayanavanam [keelaganam]
Section : Narayanavanam
Sub-Division : Operation Sub-Division,
Division : Operation Division, Puttur
Proceedings No. : EE/O/PTR/ADM/JAO/D.No.2248/19, Dt.1.10.19
Date of Joining : 01-10-2019 f.2

K. Amk

[SIGNATURE]

To
The Asst. Engineer,
Operation :: APSPDCL, N. vanam

Order No. ~~EE/O/PTR/ADM/JAO/D.No.2248/19~~ / N. vanam / 0-1002190 / 19 dt. 01.10.19
Submitted to the ~~Asst. Engineer~~ Dy. EE / O / Puttur for
taking further necessary action please

A. [Signature]
Asst. Engineer, Operation
APSPDCL
NARAYANAVANAM



SOUTHERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE :: TIRUPATI

Office of the Executive Engineer,
Operation/Puttur

Proceedings No. EE/O/ PTR /JAO/ADM/S1/D.No.2348/19, Dt.01.10.2019

Sub:- APSPDCL - O&M Service - Operation Division/ Puttur
Sri **K.AMARNATH** Appointed as Energy Assistant (Junior Lineman Grade-II) on consolidated pay of Rs.15,000/- (Rupees Fifteen Thousand) per month - Orders - Issued.

- Ref: 1. G.O.Ms.No.110, Panchayat Raj & Rural Development (MDL-I) Department, dt:19.07.2019.
2.G.O.Ms.No.217, Municipal Administration and Urban Development (UBS) Department, dt: 20.07.2019.
3.Permission Accorded by the Secretary to Government, Energy Department vide Letter No.ENE01/490/2019-1, dated:27.07.2019.
4.Notification dt: 29.07.2019.

The Government have decided to revamp delivery systems in the State with an aim to the improve living standards of the people through the concept of NAVARATHNALU as core theme of governance. To bring transparency and accountability in delivery of government services to the citizens and achieve this object, the Government of Andhra Pradesh have established the Village Secretariats consisting of required functional assistants to strengthen Gram Panchayats and provide services for every 2000 population in the state, in GO Ms No. 110, dt. 19.07.2019 of Panchayat Raj & Rural Development (MDL-I) Department and established the Ward Secretariats in Urban Areas, consisting of about 10 functional assistants to work in co-ordination with the ULBs and provide services for every 4000 population in the State, in GO Ms No. 217, dt. 20.07.2019 of Municipal Administration and Urban Development (UBS) Department, to provide various Government / Other Services at the door step of Citizens.

2) In pursuance of the above, Sri **K.AMARNATH** is hereby selected provisionally and temporarily appointed as **Energy Assistant (Junior Lineman Grade-II) with the consolidated pay of Rs.15,000/- (Rupees Fifteen Thousand) per month** and deployed to work in the Village Secretariats/ Ward Secretariats established in the Gram Panchayats / Wards as per G.O.Ms.No. 110, dated 19.07.2019 of Panchayat Raj and Rural Development (MDL-1) Department and G.O.Ms.No. 217, dated 20.07.2019 of Municipal Administration and Urban Development (UBS) Department read with Letter No.ENE01/ 49/ 2019-1, Dt.27-07-2019 of Secretary to Govt., Energy Department, Govt. of A.P.

3) These orders are provisional and liable for termination at any time, without notice and without assigning any reasons.

4) He will be governed by the rules and regulations applicable, as framed by the APSPDCL and as amended from time to time. The tripartite agreements entered into between the APSEB, Government of A.P. and the employees associations are not applicable to the candidate and he shall at no stage, be entitled to claim any right, what so ever arising out of said Tripartite Agreement. He shall submit an undertaking in the annexure (Copy enclosed) and his above appointment is subject to the submission of the aforesaid undertaking.

Contd...2

- 5) He should produce the following documents to the Executive Engineer/Operation/ Puttur.
- Physical Fitness Certificate issued by a Medical Officer of the rank not below than that of a Civil Surgeon in the proforma enclosed.
 - The attestation form (Proforma enclosed) in Quadruplicate (4 Sets) duly filled by the candidate.
 - Undertaking in Format-I.
- 6) The appointment now ordered is subject to the following conditions:-
- The appointment is valid subject to verification of the Correctness of Educational Qualification, Caste and Date of Birth Certificate and Physical fitness Certificate etc. by the Vigilance wing/Competent authority.
 - These orders are subject to verification of character and antecedents. If any adverse report is received in the said verification, his services are liable for termination without notice.
 - The candidate appointed as Energy Assistant (Junior Lineman Grade-II) shall work wherever he posted and no request for change of posting will be entertained.
 - He shall be responsible for his work to the Panchayat Secretary/ Ward Secretary also.
 - He shall follow the job chart appended to these proceedings.
 - The candidate services will be terminated without any notice, if performance is not found to be satisfactory.
 - If the Certificates produced by the candidate for securing employment are found to be false, the services will be terminated besides initiating criminal proceedings against the candidate.
 - The candidate appointed as Energy Assistant (Junior Lineman Grade-II) has to reside at Head Quarters where he was posted within one month from the date of Joining. If he fails to reside at the place of posting action will be taken as follows:
 - 1st Instance : 15 days remuneration will be stopped.
 - 2nd Instance : 30 days remuneration will be stopped.
 - 3rd Instance : Appointment will be cancelled.
- 7) He will be governed only by provisions of EPF & MP Act, 1952 and the Employees Provident Fund Scheme in terms of T.O.O. CGM(HRD&TRG), Ms. No. 227, Dt.07.07.2004.
- 8) The candidate appointed as Energy Assistant (Junior Linemen Gr.II) is posted to **Keelagaram** and shall report for duty to the Assistant Executive Engineer/Assistant Engineer/Operation/Narayanavanam. He shall act as coordinator between APSPDCL Discom and Village/Ward Secretariats.

27) He shall attend Two days orientation programme on electricity basics to be held at respective territorial Operation Circle/Division as per notification.

10) He is directed to report for duty at the place of posting on 02.10.2019. If he does not report, it will be construed that he is not interested in accepting this appointment and this order shall be cancelled without any further notice.

11) The appointment made now will be subject to result of any writ petitions pending in the courts of Andhra Pradesh on the recruitment notification issued on 29.07.2019.

Encl: 1) Attestation Forms
2) Physical Fitness
3) Undertaking
4) Self Declaration


**EXECUTIVE ENGINEER
OPERATION/PUTTUR**

To
Sri K.AMARNATH,
(HT No.T0748)

Copy Submitted to:
The Chief Engineer/Zone/APSPDCL/Vijayawada, Tirupati & Kurnool - for favour of information.
The Superintending Engineer/Operation/Tirupati.

Copy to:
PS to CMD Peshi
The Deputy Executive Engineer/Operation/APSPDCL/Puttur.
The Assistant Executive Engineer/Operatin/APSPDCL/Narayanavanam.
Stock file.



SHIRDI SAI ELECTRICALS LTD.



N.CHENNA KRISHNA

GET

Employee Code

8464

Department

MAINTENANCE

Blood Group

C+

D.O.J

08.04.2019



SHIRDI SAI ELECTRICALS LTD.

6-3-8-879/B, 3rd Floor, Green Lands, G Pulla Reddy Building,
Beside CM Camp Office Begumpet, Hyderabad,
Telangana-500016. Ph: 040-30759966/77.



February 05, 2020

To,
Kupendra M
Bangalore

Dear **Kupendra**,

RE: APPOINTMENT as Senior Technical Executive – Integrated Facilities Management

We, Jones Lang LaSalle Property Consultants (India) Private Limited (“JLL”), are pleased to offer you an appointment with JLL, on the terms and conditions as per attached and as follows:

1. Position

You will be appointed to the position of **Senior Technical Executive** in the **Building Operations Band at Level 3** within **Integrated Facility Management**. You will be reporting directly to the **Senior Manager**.

Although you have been selected initially for the **Integrated Facility Management** department, your services may be utilized by JLL in any other department, according to the needs of the business. JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

2. Date of Commencement

Your date of commencement is **March 05, 2020** or earlier as agreed. You will initially base yourself out of **Bangalore**. You will be required to travel/relocate from time to time within India and Asia Pacific countries, as business requires.

3. Remuneration

You will be entitled to a base salary of **INR 350000/- (Indian Rupees Three Lakhs Fifty Thousand Only)** per annum. In addition to this you will be eligible for an Annual discretionary bonus as per the company policy. You will be responsible for payment of your personal income tax as per all applicable Indian tax laws.

JLL’s policy on remuneration reviews is that they are conducted annually and are discretionary. Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

JLL will be entitled, at any time during your employment, or in the event of termination, however arising, to deduct from your salary any monies due to JLL, including, but not limited to loans or advances, and any amount arising on account out of excess holiday/leave.

You will be paid monthly on or around the last working day of each month or as determined, for the period covering the first day to the last day of each month.

4. Medical Benefits

You will be covered as under:

- (i) “Group Accident” and “Group Term Life”
- (ii) Either under Medical Insurance as per Company’s policy or Employee State Insurance as may be applicable.

*Level 16 Tower C Epitome Building No 5
DLF Cyber City Phase III
Gurgaon 122002*

*Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001
T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209*

This offer is subject to positive background verification



5. Place of work

(i) JLL has entered into an agreement with **VM Ware** to provide Facilities Management Services. JLL requires your services in respect of this agreement. You will be deputed to **VM Ware** Facility, which will be your place of work unless you are notified otherwise. The place of work may be changed from time to time. You will report for duty at such place of work as may be communicated to you.

(ii) Please note that you are not an employee of **VM Ware** and have no relationships with **VM Ware**. Your relationship is and shall remain with JLL under all circumstances. You shall not under any circumstances claim employment or other rights from the establishment you are deputed to.

(iii) You will conform to the rules and regulations pertaining to the client site you are working in, under all circumstances. Such rules shall include rules pertaining to hours of work, holidays or otherwise. You will be entitled to only client recognised public holidays.

6. Probation

You will be on probation for a period of **Six (6)** months and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

7. Hours of Work

Your normal hours of work will be from 9:00 a.m. to 6.00 p.m. from Monday to Saturday unless specified by the client in which case client specified work hours will be applicable. Due to exigencies of work, you may be required to work beyond normal hours or in shifts.

8. Annual Leave and Holidays

You will be entitled for accrual of one casual/sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as others holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

9. Termination of Employment

This appointment is subject to **Two Months' notice** in writing by either party subject to the following additional obligations where termination takes place in the following:

9 (i) Termination of employment without cause

Either Party may terminate the employment by giving the other party a notice of **Two Months'** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

9 (ii) Termination of your employment by JLL

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

*Level 16 Tower C Epitome Building No 5
DLF Cyber City Phase III
Gurgaon 122002*

*Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001
T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209*

This offer is subject to positive background verification



10. Restrictions after termination

You covenant with us that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- (i) Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL;
- (ii) Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL after the date of termination of your employment), or any person who during the twelve months preceding termination of your employment with JLL was a client of JLL;
- (iii) Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL.

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

Each of these covenants shall survive termination of your employment with JLL for any reason. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- (i) Fair and reasonable in regard to the subject matter, area and duration;
- (ii) Reasonably required by JLL to protect its business and goodwill and financial interests;
- (iii) Given voluntarily and without any coercion or pressure.

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favour of JLL and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

11. Definitions

(i)"Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, Partner, joint venture, consultant, agent, employee or adviser;

(ii)"JLL" means any one or more of:

- (a) Jones Lang LaSalle Property Consultants (India) Private Limited; or
- (b) JLL Building Operations Private Limited; or
- (c) the JLL Group of companies; or
- (d) Any other group company that may be formed in future.

(iii)"Restraint Area" means any territorial jurisdiction of India

(iv)"Restraint Period" means 12 months commencing from the date of termination of your employment or any lesser amount considered appropriate by an appropriate court.



12. Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the JLL's business as well as clients are to be treated as strictly private and confidential. Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise, JLL has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on the Connect website and again you are requested to sign.

13. JLL's Property

In order to perform your duties on behalf of JLL, you may be supplied with property and information, which belongs to JLL.

On termination of your employment, you will immediately return all property and information properly belonging to the JLL, which was supplied to you.

14. Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of JLL that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the JLL Database (as defined below), which you may become aware of during the course of your employment;

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the JLL prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by JLL
- financial information
- budgets
- JLL's contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with JLL's interest and you are required to sign the attached Confidentiality Undertaking prior to commencement.

15. JLL Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new JLL policies and procedures. Any breach of JLL's policies or procedures may lead to disciplinary action.

16. IT Policy

JLL has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with JLL. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

17. Sexual Harassment

It is JLL's policy to prohibit in our workplace any conduct, which constitutes sexual harassment. JLL has a policy on anti-sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

18. Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

19. General

- a) You will be required to apply yourself wholly to the JLL's business and no work is to be undertaken in a private capacity which conflicts with that of JLL
- b) In the event of any disagreement over the interpretation of the above, the decision of the directors will be final.

20. Background Verification

Validity of this offer is subject to positive clearance of the Background Verification Process carried out by JLL and/or the Client.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.
On behalf of JLL, Congratulations on your new role.

Yours sincerely,



Hemanshu Khanna
Head Talent Acquisition
JLL Property Consultants (India) Pvt Ltd

I, **Kupendra M.** accept the above terms and conditions of employment with Jones Lang LaSalle Property Consultants (India) Pvt Ltd.

Signature.....

Date.....



Name Kupendra M
Designation Senior Technical Executive
Department Integrated Facilities Management
Location Bangalore
Effective Date March 05, 2020

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	16,301	195,612
House Rent Allowance *	7,805	93,666
Statutory Bonus	3,260	39,122
Gross Salary (Cash Components) (A)	27,367	328,400
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	1,800	21,600
Base Salary/CTC (A+B)	29,167	350,000

* On production of bills and as per the provisions of the Income Tax Act 1961.

** Employer's contribution to PF.

Note: All figures mentioned in the document are in INR (Indian Rupees)

Kellyggs®



R.K. SREEPATHI

Emp. No. : 2222021

Designation : Technician

Date of Birth : 06-03-1997

Blood Group : A +ve

Department : Engineering

R.K. Sreepathi
Emp. Signature

[Handwritten Signature]
Authorized Signature

Kellogg's®

Address : D.No. 11-269, B.C. Colony, Nagalapuram (M),
Chittoor District.

Emergency Contact Name : R. Kalavathi

Emergency Contact No : 81425 33699, 8610536306

Please report loss, theft or damage of this card to Human Resources.

If Found, Please return to:

Kellogg India Pvt. Ltd.

1355, Cashew Boulevard, Sector 27, Sricity, Sathyavedu Mandal,

Chittoor District, Andhra Pradesh - 517 646.



Dopamin Strategic Consultants Private Limited

Mar 01st 2021

GIDDALURU VAMSIKRISHNA

Subject: Internship Offer

On behalf of ' **Dopamin Strategic Consultants Pvt Ltd** ' I am pleased to extend to you this offer of temporary employment as an Intern, reporting to Director, Front End Engineering. If you accept this offer, you will begin your internship with the company on March 04th 2021.

You will be paid Rs 15,000 per month, less all applicable taxes. As an intern you will receive "temporary employment" status. As a temporary employee you will not receive any of the benefits that regular company employees receive.

Your internship is expected to end on June 04th 2021. However, your internship with the company is at will, which means either you or company can terminate your internship at any time, with or without cause and with or without notice.

During your employment you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the organization. In addition, you agree that, upon conclusion of your employment, you will immediately return to the company all of its property, equipment's and documents, including electronically stored information.



Dopamin Strategic Consultants Private Limited

Acceptance

If the terms & conditions offered herein are acceptable to you, please return a duplicate copy of this offer to the undersigned, duly affirming your full signature.

I am very excited to extend you this offer on behalf of Dopamin.

Deepali Katyal
Director, Dopamin

GIDDALURU VAMSIKRISHNA

Employee

A Anil**Sub: Letter of Offer**Dear **A Anil**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

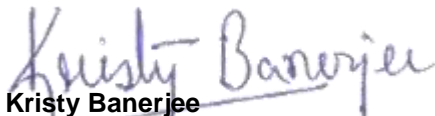
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

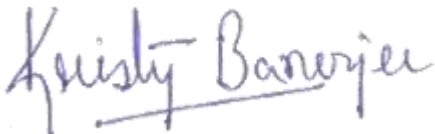
ANNEXURE A

NAME	A Anil	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

NOTE:

1. Statuary deductions as per respective acts and laws.
 2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs
- *** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.
3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
A Anil**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



OFFER LETTER

08-Mar-2018

Dear Prasanthi V

Delighted to appoint you for the position of **Trainee Engineer** With Aarti Industries. Your Reporting will be on or before **29th Aug 2018**. Before that you have to undergo the training session and get qualified. The terms and conditions of the employment agreement between you and Aarti Industries (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.1.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

b) For the businesses that operate on 24x7 bases, you may be required to work at different timings including at night. In all such cases, the actual working hours shall be as prescribed by the manager.

5. Code of Conduct

During the period of employment, you will work honestly, faithfully, diligently & efficiently for the growth of the company. Breach of the provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

6. Confidentiality

You understand and acknowledge that during your employment with the company you will be exposed to terms and materials which the company has developed or which you may develop on behalf of the company, which the company deems as confidential proprietary information, including but not limited to conversations, records, correspondence, files, client list, personnel data, marketing data, recruitment practices, computer software designs and plans developed for or provided through license agreements to the company as well as those developed by the company for its clients.

You will hold in trust and not disclose any such proprietary information and trade secrets during or any time after termination of your employment with the company. In the event of termination of your employment, you agree to return all such information belonging to the company.

7. Conflict of interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business except as share or debenture holder of publicly traded.

8. Notice of Termination

a) This offer letter is issued on the understanding that all the information given by you in the application/employee data form/during the interview or data provided prior to and /or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your employment at any time without any compensation.

b) If your actions at any time constitute a serious breach of company's standards of behavior the company may end this contract and terminate your employment immediately.

c) The employee authorizes the company to deduct from the employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the employee's employment.

9. Verification

a) This offer is based on the details provided by you in the company's application form/ employee data form /during the interview / data provided prior to or at the time of joining.

b) The offer is based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of durational qualifications or background checks and approval of your employment/immigration pass application (what Ever applicable).

For audit purposes, you are expecting to provide, the original copies of your certificates, like....

- Graduation Certificate
- Intermediate certificate
- S.S.C certificate
- ID Proof
- Address proof & 7 Passport size Photographs at the time of joining.

We welcome you to our organization and look forward to a mutually satisfying relationship and building a great career for you with us. At the time of joining bring this letter.

For

**Aarti Industries Pvt. Ltd
HR Manager
Vijayawada**



Strictly Private and Confidential

28-Apr-2018

Roja Ramani.K

C/o Ravi kumar.K, V.K.R.Puram- village & post, Chittor Dist, AP-517590 7842722186

Dear Roja Ramani. K ,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Services Pvt. Ltd.

("Company") in our Delivery Centres for Technology, India as per the below terms and conditions:

Role - Software Engineering Associate

Career level - 12

Talent Segment - Software Engineering

Your annual total cash compensation for Financial Year 2018 (FY18) is Rs. 300000/- and will be structured as per the attached Annexure - I.

- Your annual fixed compensation for FY18 is Rs. 276500/-; it includes allowances and will be structured in accordance with the Company's compensation guidelines. The annual fixed compensation includes employer's contribution to Provident Fund, as applicable.
- As part of your annual total cash compensation, you are eligible to participate in the FY18 Local Variable Bonus (LVB) programme. At your career level, the annual target variable payout is estimated as Rs. 23500/-. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your and Delivery Centers for Technology, India performance against plans in FY18. Details of the programme will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Your employment with Accenture will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Based on a mutual agreement between the Company and your college/institution, you would be mandated to undergo one or all of the following training programs aimed at imparting effective work skills in order to provide a head start into the industry:

- Head Start Internship Program (herein after referred to as “HSIP”) or
- Head Start Foundation Program (hereinafter referred to as “HSFP”)

Please refer to Annexure – III & IV for more details on the above mentioned programs and its requirements.

In addition to HSIP/HSFP, Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process and applicable cut-offs communicated to you. You are required to score minimum 60% marks in each test and an overall aggregate of minimum 65% to qualify the Accenture specific training program. If you are unable to complete the Accenture specific training program successfully, your services with the Company may be terminated.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of 14 months from the date of joining the Company, the Service Agreement amount of Rs. 75,000/- will be construed as debt due and payable by you to the Company. The clauses of this Service Agreement will not be applicable in cases where the Company may, in its sole discretion, elect to terminate your employment.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and the Terms of Employment, with your signature on each page. Further, at the time of joining you are required to provide all documentation identified in Annexure - II.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year, with an aggregate of 60% or more.

This offer is also contingent upon us working together to determine an appropriate start date for your employment which will be communicated to you at a later date.

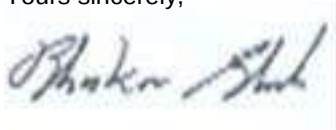
In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us. In the meantime, please do not hesitate to contact us at campus.queries@accenture.com should you have anything you would like to discuss further.

After accepting this offer, we encourage you visit Countdown to Accenture (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e - mail to campus.queries@accenture.com.

Yours sincerely,



Bhaskar Ghosh
Lead – Global Delivery Network for Technology, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE – I

Compensation structure for financial year 2018 (FY18) in line with Company guidelines :

Compensation Structure		
Components	Annual Amount (INR)	Description of the components of the compensation structure
Basic	96,775	35% of Fixed Compensation
HRA	48,388	50% of Basic
Conveyance	9,600	Taxable if Transport Benefit is availed
Special allowance	43,724	Cannot exceed Basic
Food subsidy	26,400	Maximum Limit provided (option of INR 13,200 also available)
Additional Special allowance	40,000	Used for Medical Allowance (Upto INR 15,000) & LTA (Upto INR 25,000)
Provident Fund	11,613	12% of Basic
Gross Annual Fixed Compensation (A)	276,500	
Local Variable Bonus (B)	23,500	Max Local Variable Bonus @ 8.5%
Gross Annual Total Cash Compensation (A+B)	300,000	

Details of the variable bonus program will be communicated to you post your joining the Company.

In addition to your gross annual total compensation, you will be eligible for following benefits, which will be governed by the Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
 - You have the option of availing Accenture negotiated rates to cover your parents under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
 - 10% of such claims for self, spouse and dependent children
 - 20% of such claims for parents under the separate Insurance plan
2. Personal Accident coverage up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your gross annual fixed compensation with a minimum cover of INR 500,000.
4. Gratuity as per law
5. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
6. Transport facility as per Company guidelines can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Life Insurance and Personal Accident Insurance guidelines.

ANNEXURE – II

Required documentation at the time of on boarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card

ANNEXURE - III

Head Start Internship Program (HSIP) (if applicable)

Eligibility for Internship

You will be selected to undergo an internship program at Accenture Services Private Limited (hereafter referred to as "Company") based on an agreement with the college management.

A Non Disclosure Agreement (NDA) is required to be signed by all the selected students to ensure compliance of the Company's data security and privacy policies.

During the Internship

At the beginning of the internship, you will need to undergo and clear a Company specified training in order to be fully equipped to perform in your respective roles/projects.

If you are unable to complete the training successfully and pass the required tests, the Company reserves the right to discontinue the internship.

Leaves, unless agreed and approved by the Company coordinator, are not allowed during the training. Any unapproved absence will be highlighted to HR for appropriate action, which may include termination of internship. The internship is a continuous program and leaves amidst the program to attend college/classes may not be approved. Any leave taken (not just limited to emergency circumstances) during internship tenure will be considered as unpaid leave.

Medical documents in case of medical leave is subject to verification and if found inappropriate and/or insufficient, the Internship & Recruitment offer could be revoked with immediate effect.

Any unapproved and/or uninformed leave would attract disciplinary action which can result in Internship and Recruitment offer being revoked with immediate effect.

Post training, allocation to projects will solely be on the basis of project demand in any of the Company locations; student's skill or technology preference will not be entertained. You may be asked to relocate as per the project requirement.

Projects may require you to work in a team; hence the same project could be assigned to multiple students from the same college or batch.

You can prepare a synopsis for your internship project submission after project work starts. Sharing of any internal material including but not limited to code snippets, training material or technical details for the purpose of project, presentation or any other documentation needs prior approval from the project manager based on client agreements and Company policy on confidentiality.

A Company in-house floor visit cannot be allowed to a college guide or external person for the purpose of your project preparation or analysis.

The internship is subject to satisfactory completion of verification of background or reference checks. In case of background failure, the internship with the Company will be deemed as not applicable.

Break during Internship

You will be provided a break of 3-5 working days in agreement with your college authorities for the internship project submission and viva voce. This will be informed to you after consulting the college regarding the exam schedules.

Leave for Internship project submission, viva, etc. will be granted on non payment basis.

Post the break for viva or exams, you are expected to resume internship at the Company at the allocated project location until the end of the internship period.

Checks during Internship

You are expected to be punctual, disciplined, ethical and professional in your approach to all activities dealing with Company work and resources.

You are expected to be available on all working days (Monday – Friday) or as required by the project during the internship period. You may be required to work in shifts based on project needs at any given point in time.

Your performance will be evaluated as per the Company's assessment criteria by your respective Internship assessors at the end of the internship period. Unsatisfactory performance may lead to revocation of the offer letter of employment.

You are expected to resume work at the same location after conversion as an employee. In case of a change in location, you will be informed well in advance. You may be required to relocate as per the business requirement at that point in time. Allowances for relocation after conversion will be governed by the Company's relocation guidelines for ASE career level.

Stipend during Internship

You will be paid a stipend of Rs. 10,000/- (pre-tax) per month for the internship. TDS deduction will be applicable as per the government regulations. No additional allowance(s), transportation or accommodation will be provided.

Documentation needed at initiation of internship

Photo ID proof (like Driving License or College ID card or PAN card) to verify identity

For opening up new Bank Account, please ensure you carry the documents mentioned below:

Valid Pan Card (Mandatory)

Address & ID proof (any govt. issued doc like Driving License, Passport, and Voters ID)

8 Passport size photographs

ANNEXURE - IV

Head Start Foundation Training Program (HSFP) (if applicable)

Eligibility - HSFP

You will be selected to undergo the HSFP program at your campus based on an agreement with the college management subject to the clearance of Accenture's (hereafter referred as "Company") recruitment process.

Details of the training programme - HSFP

- The contents that will be covered during the program will equip the students with technical and soft skills knowledge
- Training session timings need to be strictly adhered to i.e. 9:00 a.m. to 6.30 p.m. every day or otherwise as communicated to you; concessions on timings in any form will be subject to prior approval obtained from the Company coordinator and the institute authorities. Also, you are expected to strictly adhere to the break timings.
- 100% attendance is expected for the training sessions.
- You are expected to conduct yourself in a professional manner during all training sessions.
- Training materials provided are solely for the purpose of reference. You are recommended to also refer other books and subject guides to update your knowledge.
- Feedback forms need to be duly filled and handed over to the instructor on completion of training program.
- Dress code is business formals on weekdays & business casuals on weekends during training sessions.
- Any leave of absence has to be approved prior to the leave date by the instructor. Unplanned and unapproved leave of absence will not be accepted. Any unapproved absence will be highlighted to HR for appropriate action.

Checks during HSFP

- You are expected to attend the examinations at allotted locations/seats/laboratory. Only Internet Explorer should be used as the web browser during the examination. No other web browsers such as Firefox etc. will be allowed.
- Identity cards should be carried by every student to the training venue and examination venue.
- Any misbehaviour such as cheating or untoward actions during training or in the examination/training hall shall not be tolerated.
- User account ID, account password and the examination URL needs to be retained by all students for the duration of the training program. Sharing of user account ID and password is prohibited.
- You should attend the exam only at the designated exam hall provided by the college and should not use laptops or attend the exam from any other non designated venue.
- No mobile phones, pen drives or other gadgets are allowed during the training sessions or inside the training room/ laboratory /examination hall.
- The minimum pass percentage required to clear the examination(s) in the Head Start Foundation Training program is 60 % The offer of employment i.e., on-boarding/ joining the Company is dependent on passing the HSFP program. Strict adherence to the aforementioned terms and conditions is mandatory and any violation of the same may lead to revocation of your offer letter. Any exceptions on attendance can be made only by the Company coordinator in consultation with the institute authorities.



Strictly Private and Confidential

28-Apr-2018

Sai Prasad.T

C/o Ramana reddy, S.S.Puram- village & post, Chittor Dist, AP-517589 8886095201

Dear Sai Prasad.T ,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Services Pvt. Ltd. ("Company") in our Delivery Centres for Technology, India as per the below terms and conditions:

Role - Software Engineering Associate

Career level - 12

Talent Segment - Software Engineering

Your annual total cash compensation for Financial Year 2018 (FY18) is Rs. 300000/- and will be structured as per the attached Annexure - I.

- Your annual fixed compensation for FY18 is Rs. 276500/-; it includes allowances and will be structured in accordance with the Company's compensation guidelines. The annual fixed compensation includes employer's contribution to Provident Fund, as applicable.
- As part of your annual total cash compensation, you are eligible to participate in the FY18 Local Variable Bonus (LVB) programme. At your career level, the annual target variable payout is estimated as Rs. 23500/-. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your and Delivery Centers for Technology, India performance against plans in FY18. Details of the programme will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Your employment with Accenture will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Based on a mutual agreement between the Company and your college/institution, you would be mandated to undergo one or all of the following training programs aimed at imparting effective work skills in order to provide a head start into the industry:

- Head Start Internship Program (herein after referred to as “HSIP”) or
- Head Start Foundation Program (hereinafter referred to as “HSFP”)

Please refer to Annexure – III & IV for more details on the above mentioned programs and its requirements.

In addition to HSIP/HSFP, Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process and applicable cut-offs communicated to you. You are required to score minimum 60% marks in each test and an overall aggregate of minimum 65% to qualify the Accenture specific training program. If you are unable to complete the Accenture specific training program successfully, your services with the Company may be terminated.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of 14 months from the date of joining the Company, the Service Agreement amount of Rs. 75,000/- will be construed as debt due and payable by you to the Company. The clauses of this Service Agreement will not be applicable in cases where the Company may, in its sole discretion, elect to terminate your employment.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and the Terms of Employment, with your signature on each page. Further, at the time of joining you are required to provide all documentation identified in Annexure - II.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year, with an aggregate of 60% or more.

This offer is also contingent upon us working together to determine an appropriate start date for your employment which will be communicated to you at a later date.

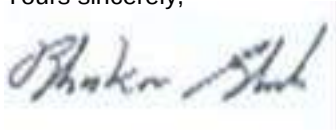
In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us. In the meantime, please do not hesitate to contact us at campus.queries@accenture.com should you have anything you would like to discuss further.

After accepting this offer, we encourage you visit Countdown to Accenture (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e - mail to campus.queries@accenture.com.

Yours sincerely,



Bhaskar Ghosh
Lead – Global Delivery Network for Technology, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE – I

Compensation structure for financial year 2018 (FY18) in line with Company guidelines :

Compensation Structure		
Components	Annual Amount (INR)	Description of the components of the compensation structure
Basic	96,775	35% of Fixed Compensation
HRA	48,388	50% of Basic
Conveyance	9,600	Taxable if Transport Benefit is availed
Special allowance	43,724	Cannot exceed Basic
Food subsidy	26,400	Maximum Limit provided (option of INR 13,200 also available)
Additional Special allowance	40,000	Used for Medical Allowance (Upto INR 15,000) & LTA (Upto INR 25,000)
Provident Fund	11,613	12% of Basic
Gross Annual Fixed Compensation (A)	276,500	
Local Variable Bonus (B)	23,500	Max Local Variable Bonus @ 8.5%
Gross Annual Total Cash Compensation (A+B)	300,000	

Details of the variable bonus program will be communicated to you post your joining the Company.

In addition to your gross annual total compensation, you will be eligible for following benefits, which will be governed by the Company policy:

- Effective your date of joining, Medical Insurance for self, spouse and dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
 - You have the option of availing Accenture negotiated rates to cover your parents under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
 - 10% of such claims for self, spouse and dependent children
 - 20% of such claims for parents under the separate Insurance plan
- Personal Accident coverage up to three times your gross annual fixed compensation
- Life Insurance coverage equivalent to one time of your gross annual fixed compensation with a minimum cover of INR 500,000.
- Gratuity as per law
- One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
- Transport facility as per Company guidelines can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Life Insurance and Personal Accident Insurance guidelines.

ANNEXURE – II

Required documentation at the time of on boarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card

ANNEXURE - III

Head Start Internship Program (HSIP) (if applicable)

Eligibility for Internship

You will be selected to undergo an internship program at Accenture Services Private Limited (hereafter referred to as “Company”) based on an agreement with the college management.

A Non Disclosure Agreement (NDA) is required to be signed by all the selected students to ensure compliance of the Company’s data security and privacy policies.

During the Internship

At the beginning of the internship, you will need to undergo and clear a Company specified training in order to be fully equipped to perform in your respective roles/projects.

If you are unable to complete the training successfully and pass the required tests, the Company reserves the right to discontinue the internship.

Leaves, unless agreed and approved by the Company coordinator, are not allowed during the training. Any unapproved absence will be highlighted to HR for appropriate action, which may include termination of internship. The internship is a continuous program and leaves amidst the program to attend college/classes may not be approved. Any leave taken (not just limited to emergency circumstances) during internship tenure will be considered as unpaid leave.

Medical documents in case of medical leave is subject to verification and if found inappropriate and/or insufficient, the Internship & Recruitment offer could be revoked with immediate effect.

Any unapproved and/or uninformed leave would attract disciplinary action which can result in Internship and Recruitment offer being revoked with immediate effect.

Post training, allocation to projects will solely be on the basis of project demand in any of the Company locations; student’s skill or technology preference will not be entertained. You may be asked to relocate as per the project requirement.

Projects may require you to work in a team; hence the same project could be assigned to multiple students from the same college or batch.

You can prepare a synopsis for your internship project submission after project work starts. Sharing of any internal material including but not limited to code snippets, training material or technical details for the purpose of project, presentation or any other documentation needs prior approval from the project manager based on client agreements and Company policy on confidentiality.

A Company in-house floor visit cannot be allowed to a college guide or external person for the purpose of your project preparation or analysis.

The internship is subject to satisfactory completion of verification of background or reference checks. In case of background failure, the internship with the Company will be deemed as not applicable.

Break during Internship

You will be provided a break of 3-5 working days in agreement with your college authorities for the internship project submission and viva voce. This will be informed to you after consulting the college regarding the exam schedules.

Leave for Internship project submission, viva, etc. will be granted on non payment basis.

Post the break for viva or exams, you are expected to resume internship at the Company at the allocated project location until the end of the internship period.

Checks during Internship

You are expected to be punctual, disciplined, ethical and professional in your approach to all activities dealing with Company work and resources.

You are expected to be available on all working days (Monday – Friday) or as required by the project during the internship period. You may be required to work in shifts based on project needs at any given point in time.

Your performance will be evaluated as per the Company's assessment criteria by your respective Internship assessors at the end of the internship period. Unsatisfactory performance may lead to revocation of the offer letter of employment.

You are expected to resume work at the same location after conversion as an employee. In case of a change in location, you will be informed well in advance. You may be required to relocate as per the business requirement at that point in time. Allowances for relocation after conversion will be governed by the Company's relocation guidelines for ASE career level.

Stipend during Internship

You will be paid a stipend of Rs. 10,000/- (pre-tax) per month for the internship. TDS deduction will be applicable as per the government regulations. No additional allowance(s), transportation or accommodation will be provided.

Documentation needed at initiation of internship

Photo ID proof (like Driving License or College ID card or PAN card) to verify identity

For opening up new Bank Account, please ensure you carry the documents mentioned below:

Valid Pan Card (Mandatory)

Address & ID proof (any govt. issued doc like Driving License, Passport, and Voters ID)

8 Passport size photographs

ANNEXURE - IV

Head Start Foundation Training Program (HSFP) (if applicable)

Eligibility - HSFP

You will be selected to undergo the HSFP program at your campus based on an agreement with the college management subject to the clearance of Accenture's (hereafter referred as "Company") recruitment process.

Details of the training programme - HSFP

- The contents that will be covered during the program will equip the students with technical and soft skills knowledge
- Training session timings need to be strictly adhered to i.e. 9:00 a.m. to 6.30 p.m. every day or otherwise as communicated to you; concessions on timings in any form will be subject to prior approval obtained from the Company coordinator and the institute authorities. Also, you are expected to strictly adhere to the break timings.
- 100% attendance is expected for the training sessions.
- You are expected to conduct yourself in a professional manner during all training sessions.
- Training materials provided are solely for the purpose of reference. You are recommended to also refer other books and subject guides to update your knowledge.
- Feedback forms need to be duly filled and handed over to the instructor on completion of training program.
- Dress code is business formals on weekdays & business casuals on weekends during training sessions.
- Any leave of absence has to be approved prior to the leave date by the instructor. Unplanned and unapproved leave of absence will not be accepted. Any unapproved absence will be highlighted to HR for appropriate action.

Checks during HSFP

- You are expected to attend the examinations at allotted locations/seats/laboratory. Only Internet Explorer should be used as the web browser during the examination. No other web browsers such as Firefox etc. will be allowed.
- Identity cards should be carried by every student to the training venue and examination venue.
- Any misbehaviour such as cheating or untoward actions during training or in the examination/training hall shall not be tolerated.
- User account ID, account password and the examination URL needs to be retained by all students for the duration of the training program. Sharing of user account ID and password is prohibited.
- You should attend the exam only at the designated exam hall provided by the college and should not use laptops or attend the exam from any other non designated venue.
- No mobile phones, pen drives or other gadgets are allowed during the training sessions or inside the training room/ laboratory /examination hall.
- The minimum pass percentage required to clear the examination(s) in the Head Start Foundation Training program is 60 % The offer of employment i.e., on-boarding/ joining the Company is dependent on passing the HSFP program. Strict adherence to the aforementioned terms and conditions is mandatory and any violation of the same may lead to revocation of your offer letter. Any exceptions on attendance can be made only by the Company coordinator in consultation with the institute authorities.



March 3, 2018

Dear K.AMARNATH
B.Tech, Electrical and electronics engineering
Siddharth Institute of Engineering and Technology.

Address: Ascendas Phase 1, 4th Floor,
Pinnacle Building, International Tech
Park, Taramani Road, Taramani,
Chennai, Tamil Nadu 600113.

Candidate ID: 7881507

In further Continuation to our discussions, we are pleased to offer you the role of **Junior Analyst Trainee** in Amara Raja Pvt. Ltd, Hyderabad.

During your probation period of 24 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 66000**. This includes incentive indication of Rs.10, 000 as well as adaptive contribution of Rs.12000 towards benefits such as Medical, Accident, Life Insurance.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.amararaja.com

Yours Sincerely

For Amara Raja Group of Companies Pvt. Ltd.,

A handwritten signature in black ink, appearing to read "M. Vaidya", with a horizontal line underneath.

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:



March 3, 2018

Dear A.VARUN KUMAR
B.Tech, Electrical and electronics engineering
Siddharth Institute of Engineering and Technology.

Address: Ascendas Phase 1, 4th Floor,
Pinnacle Building, International Tech
Park, Taramani Road, Taramani,
Chennai, Tamil Nadu 600113.

Candidate ID: 7881507

In further Continuation to our discussions, we are pleased to offer you the role of **Junior Analyst Trainee** in Amara Raja Pvt. Ltd, Hyderabad.

During your probation period of 24 months, which includes your training program, you are entitled to an **Annual Total Remuneration of Rs. 66000**. This includes incentive indication of Rs.10, 000 as well as adaptive contribution of Rs.12000 towards benefits such as Medical, Accident, Life Insurance.

Your appointment governed by the team and condition of employment presented. Your also rules governed by other rules, regulations and practices those that may change from time to time. At the time to joining please submit the following documents.

- Photocopy of Certificates and Mars sheets
- Four Passport Size Colored Photos
- PAN Number, Aadhaar Card

We look forward for joining us. You have further questions or clarifications please reach us at www.amararaja.com

Yours Sincerely

For Amara Raja Group of Companies Pvt. Ltd.,

A handwritten signature in black ink, appearing to read "M. Vaidya", with a horizontal line underneath.

HR Manager

I have read the offer, understood and accept, the above mentioned terms and conditions.

Signature:

Date:



12/10/2018

B.Manoj

Dear B.Manoj,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Arun D Rao

Arun D Rao (Dec 11, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.



12/10/2018

B.Manoj
30-286,vijaylakshmi colony,santhapet

chittoor, 517001
India

Dear B.Manoj,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Application Developer at DXC Technology India Private Limited of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 12/18/2018. Your job level at DXC is 3.

Your appointment with DXC Technology India Private Limited is on the following terms and conditions.

You are expected to report at 8th to 10th Floor, Block 3, A Wing Survey no. 31/1, Chikkannahelli Village, Sarjapur Main Road Bangalore, Karnataka 560035 at 10:30 am to complete your joining formalities.

Compensation and Benefits

1.0 Salary

Your Fixed Gross Salary will be INR 324,000.00 per annum and Total Gross Salary inclusive of Incentive Compensation (at an indicative payment of 100%) will be INR 340,200.

1.1 Basic Pay

You will be eligible for a Basic Pay which will be INR 129,600.00.

1.2 Provident Fund

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

1.3 Gratuity

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.4 Insurance

Medical Insurance coverage is extended to employee, spouse and up to two children on a family floater basis for INR 500,000. You have an option to top it up by INR 200,000 or INR 400,000 or INR 600,000 or INR 800,000 by paying an additional premium. You can also cover parents/in laws by paying premium in the same floater. Group personal accident insurance (GPAP) coverage is 3 times of Fixed Gross Salary



or INR 1,000,000 whichever is higher. Group term life insurance coverage is 2.5 times the Fixed gross salary. The premium payable for these insurance benefits forms a part of your compensation.

ESIC coverage is as per the provisions of the Employee State Insurance Act, 1948

1.5 Flexible Benefits

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the amount as mentioned in Fixed Gross Salary after allocation to (1) Basic Salary, (2) PF, (3) Bonus Advance, if applicable. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

2.0 Incentives

You will be eligible to participate in one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 16,200. This incentive can vary depending on individual, group and company performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year of joining.

Probation:

You will be on probation for a period of six months from the date of joining. At the end of the probation Period of six months your performance will be assessed and your employment with the Company will be confirmed subject to your satisfactory performance.

The company reserves the right to extend your said probation period for a further period of three months. During your probation period, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

Working Hours

The work timings are at the sole discretion of the Management and would normally consist of a 45 hours work week. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad unless communicated otherwise by an entity of the company. The general working hours will be 9:00 am to 6:30 pm., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

Annual Earned Leave:

You are entitled to 15 days leave of absence on full pay per year and un-availed leaves are accumulative as per current Company policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Paid Casual Leave:

The entitlement is for 12 days in a year. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Holidays:

The Company observes 12 holidays in a year which may consist of fixed days of holidays and flexible ones and may be availed as per policy in force.

**Transferability:**

During your employment with the Company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of the Company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the Company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the Company.

Business Code of Conduct and Ethics:

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Notice for Termination:

The written notice required for termination of employment by either party will be in accordance with the following:

1. 2 months for Level 1 to 6
2. 3 months for Level 7 and above

For clarity purposes, please note that your notice period will be dependent on your Level at the time of your separation with the Company irrespective of the reason for separation. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under the Company's disciplinary procedure your services can be terminated without any notice period.

Service Agreement:

Post your joining, should you accept any specialized training whether in India or abroad, you will be required to commit to serve the Company for a minimum period of 12 months as per the Company policy. You will be required to enter into a Service Agreement, as per the Company's policy on Training, supported with a Guarantee in the form and manner decided by the Company. You are under no obligation to accept any training requiring a commitment to serve the Company on your part. However, once accepted by you, it will be a binding contract.

Retirement Age:

All employees on rolls of the Company will retire from the services of the company on reaching the age of

60.

Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:

You are required to contact HR department on the date you report for work as per terms of this letter at 10:30 A.M. You are required to submit a copy of the following documents for joining:

- Relieving letter(s) / Acceptance of resignation from all your previous organizations
- Experience letter(s) from all your previous organizations
- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Aadhaar card, Passport, Driving License and PAN card
- Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the Company (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the Company to get an employment with the Company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the Company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which the Company may have against you.

The Company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with the Company.

Annexure II**Flexible Benefits Plan Guidelines**

Upon joining, subject to total salary entitlement, employee has the option to re-structure the flexi salary by selecting from a pool of allowances given below.

House Rent Allowance

0 - 50% of annual basic salary. To be supported by at least one receipt per quarter (as proof of rent paid) from the landlord.

LTA

Can be claimed for Income Tax benefit twice in a block of 4 yrs as declared by IT Ministry. Maximum amount of Rs 2,00,000 per annum can be allocated.

Meal Coupon

Maximum of Rs 26,400 per annum. The entire amount becomes tax free.



Transport Allowance

Maybe used to opt for Company Car Lease if in levels Professional 1 and above. If car not availed, tax exemption as per conveyance allowance limits in tax rules are provided.

Fuel, Maintenance & Chauffeur Allowance may be claimed from Transport Allowance for both company car and self-owned car subjects to limits defined in the policy.

Telephone / Broadband Reimbursement

Telephone and broadband expenses reimbursement can be opted from within kitty from flexible benefits as per policy.

Thanking You,
Yours Sincerely,

Arun D Rao

Arun D Rao (Dec 11, 2018)

Arun D Rao

Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Manojkumar

Manojkumar (Dec 11, 2018)

B.Manoj

Dec 11, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure III

Dear B.Manoj ,

Please note that you must submit a copy of your Permanent Account Number (PAN) card on your date of joining at company. By acknowledging this document, you undertake that you shall be solely responsible for any consequences arising due to non submission of your PAN copy and company shall not be responsible for the same, in any manner whatsoever.

Date: Dec 11, 2018


Manojkumar (Dec 11, 2018)

B.Manoj

FOR Company


Arun D Rao (Dec 11, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : B.Manoj




[Manojkumar \(Dec 11, 2018\)](#)

Date : Dec 11, 2018



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 29-Nov-2017

Ref No: HR/Campus/2018100234

Mr. BAPUJI.P
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear BAPUJI.P,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst and A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com .

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

DINAKAR.S

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri

Director – Recruitment

Signature: _____

Candidate Name: BAPUJI.P

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 29-Nov-2017

Ref No: HR/Campus/2018100234

Ms. BHANUPRAKASH P
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear LAKSHMI PRASANNA.S

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst and A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com .

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

LAKSHMI PRASANNA.S
Software Engineer /Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri

Director – Recruitment

Signature: _____

Candidate Name: BHANU PRAKASH.P.

Date: _____

Date: 27th Feb 2018

Name: C HARSHAVARDHAN

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions Ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date:27th Feb 2018

Place: Puttur

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**

D Naveen

Sub: Letter of Offer

Dear D Naveen,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For **FOIWE INFO GLOBAL SOLUTIONS PVT LTD**.

Kristy Banerjee
HR Executive

**Signed and Accepted****Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

ANNEXURE A

NAME	D Naveen	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

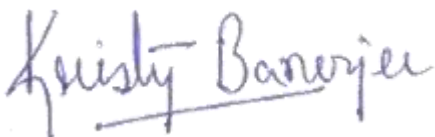
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
D Naveen**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



Date: 06th November 2017

**To,
Dasari Usha**

Sub: - OFFER LETTER

Dear Dasari Usha,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Dasari Usha
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date

Date: 27th Feb 2018

Name: D ANITHA

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions Ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date:27th Feb 2018

Place: Puttur

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**

Feb 20,2018



AR.N
Siddhant Institute of Engg & Tech

Dear SATHISH KUMAR.N ,

We refer to the discussions you had with us and are pleased to offer you a position in the Global Business Services as Jr. Engineer - GBS Engineering in Grade 23. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on Feb 27,2018 at 8.30am at our Chennai office. The address is:

Flextronics Technologies India Pvt. Ltd
Global Business Services, 6th Floor,
Campus 5, R M Z Millennia Business Park,
No. 143, Dr. MGR Road,
Kandanchavadi, Chennai - 96.

Your total cost to the company will be INR 2,50,000/- per annum. The enclosed annexure 1 would give you the breakup of your CTC. This offer is valid subject to your clearing the Reference check. As discussed, you will be issued a detailed appointment letter once you submit us the provisional certificate from the college. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same.

You would be reporting to Vijaikrishnan S, Manager - GBS Engineering on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Print out of this Offer letter.
2. Six passport size photographs (Formal attire with a white background)
3. Details of your passport, driving license.
4. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,

Yours faithfully,

For Flextronics Technologies (I) Pvt. Ltd.
Global Business Services

Abraham Joseph
Human Resources

A handwritten signature in black ink, appearing to read "Abraham Joseph".

ANNEXURE 1



Name: Sathish kumar.N

Designation: Jr. Engineer - GBS Engineering

Grade: 23

Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	
	Education Allowance	2,400	
	Conveyance	19,200	
	Special Allowance *	70,769	Taxable Component
	Other Allowance*	0	Taxable Component
	Cash Pay	2,11,814	
	Retirals		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	CTC	2,33,054	
D	Target Bonus**	16,946	
	Total Target Cash	2,50,000	

Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts	Rs. 4,500/- voucher	Annually
Meal Vouchers	Rs. 26,400/-	Monthly(Vouchers to be distributed once in a quarter)

(*) - You can also avail the above Meal Vouchers and Gifts as coupons. Please note that this is not an additional component, it will be deducted from Special Allowance/Other Allowance. If coupons are availed, then the cash portion of your salary will reduce to extent of coupons chosen and PF contribution may change as per government regulations.

(**) - You will be eligible for the quarterly variable bonus scheme and the payout target will be a percentage of your quarterly gross salary. Actual payout will be determined on the basis of Flex Worldwide/Site performance announced by corporate. Please note that to be eligible for the quarterly bonus you must be actively employed by the Company for at least fifty percent of the applicable fiscal quarter. The bonus award payment will be pro-rated to reflect the number of days actively at work during the quarter, provided, that you have worked at least fifty percent of the fiscal quarter.



In addition, there is a

- Hospitalization coverage for self and dependent's up to Rs.4,00,000/- per annum. (with 10% co-pay for dependent parents limiting upto Rs.2.5 lakhs)
- Personal Insurance Cover of Rs.10,00,000/-
- Transport facility provided for all shifts. Transport Deduction for day shift employees only who log in at 8.00 AM & 11.00 AM.
 - a. Grade 21 - Rs. 500/month
 - b. Grade 22/23 - Rs.600/month.
 - c. Grade 24/25/26 - Rs.1200/month.
 - d. Grades 27 & above - Rs. 2000/month.
- Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
 - a. Grade 21 to Grade 25 - Rs. 300
 - b. Grade 26 to Grade 28 - Rs. 500

Data Privacy & Protection

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organisation. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organisation.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

Feb 20,2018



Siddhant Institute of Engg & Tech

Dear SRIVASTA.K ,

We refer to the discussions you had with us and are pleased to offer you a position in the Global Business Services as Jr. Engineer - GBS Engineering in Grade 23. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on Feb 27,2018 at 8.30am at our Chennai office. The address is:

Flextronics Technologies India Pvt. Ltd
Global Business Services, 6th Floor,
Campus 5, R M Z Millennia Business Park,
No. 143, Dr. MGR Road,
Kandanchavadi, Chennai - 96.

Your total cost to the company will be INR 2,50,000/- per annum. The enclosed annexure 1 would give you the breakup of your CTC. This offer is valid subject to your clearing the Reference check. As discussed, you will be issued a detailed appointment letter once you submit us the provisional certificate from the college. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same.

You would be reporting to Vijaikrishnan S, Manager - GBS Engineering on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Print out of this Offer letter.
2. Six passport size photographs (Formal attire with a white background)
3. Details of your passport, driving license.
4. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,

Yours faithfully,

For Flextronics Technologies (I) Pvt. Ltd.
Global Business Services

Abraham Joseph
Human Resources

A handwritten signature in black ink, appearing to read "Abraham Joseph".

ANNEXURE 1



Name: Srivasta.k

Designation: Jr. Engineer - GBS Engineering

Grade: 23

Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	
	Education Allowance	2,400	
	Conveyance	19,200	
	Special Allowance *	70,769	Taxable Component
	Other Allowance*	0	Taxable Component
	Cash Pay	2,11,814	
	Retirals		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	CTC	2,33,054	
D	Target Bonus**	16,946	
	Total Target Cash	2,50,000	

Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts	Rs. 4,500/- voucher	Annually
Meal Vouchers	Rs. 26,400/-	Monthly(Vouchers to be distributed once in a quarter)

(*) - You can also avail the above Meal Vouchers and Gifts as coupons. Please note that this is not an additional component, it will be deducted from Special Allowance/Other Allowance. If coupons are availed, then the cash portion of your salary will reduce to extent of coupons chosen and PF contribution may change as per government regulations.

(**) - You will be eligible for the quarterly variable bonus scheme and the payout target will be a percentage of your quarterly gross salary. Actual payout will be determined on the basis of Flex Worldwide/Site performance announced by corporate. Please note that to be eligible for the quarterly bonus you must be actively employed by the Company for at least fifty percent of the applicable fiscal quarter. The bonus award payment will be pro-rated to reflect the number of days actively at work during the quarter, provided, that you have worked at least fifty percent of the fiscal quarter.



In addition, there is a

- Hospitalization coverage for self and dependent's up to Rs.4,00,000/- per annum. (with 10% co-pay for dependent parents limiting upto Rs.2.5 lakhs)
- Personal Insurance Cover of Rs.10,00,000/-
- Transport facility provided for all shifts. Transport Deduction for day shift employees only who log in at 8.00 AM & 11.00 AM.
 - a. Grade 21 - Rs. 500/month
 - b. Grade 22/23 - Rs.600/month.
 - c. Grade 24/25/26 - Rs.1200/month.
 - d. Grades 27 & above - Rs. 2000/month.
- Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
 - a. Grade 21 to Grade 25 - Rs. 300
 - b. Grade 26 to Grade 28 - Rs. 500

Data Privacy & Protection

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organisation. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organisation.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

G Anand Kumar**Sub: Letter of Offer**Dear **G Anand Kumar**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

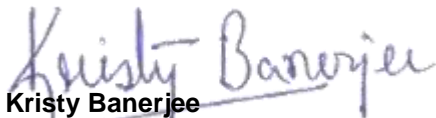
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

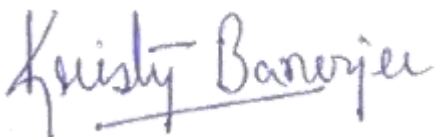
ANNEXURE A

NAME	G Anand Kumar	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

NOTE:

1. Statuary deductions as per respective acts and laws.
 2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs
- *** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.
3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
G Anand Kumar**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



Date: 06th November 2017

**To,
Gajulamandam Sangeetha**

Sub: - OFFER LETTER

Dear Gajulamandyam Sangeetha,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Gajulamandyam Sangeetha
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

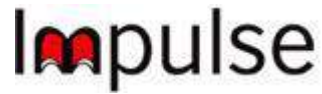
Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi P NAVEEN,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi SANDEEP.K,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India

HRD/3T/11-12/NIOT-168

May 5, 2018

Mr. CHANDRASEKHAR REDDY.K
Candidate ID: 4247223
D/o K.RAMOORTHY,
Bairagi patteda,tirupathi
Chittoor Dist-517562
Andhra Pradesh
Ph: 9502373525

Dear CHANDRASEKHAR REDDY.K,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 17, 2018**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated May 5, 2011.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

1. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

2. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

3. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2011 - 2012, his / her leave eligibility would start in quarter three of the financial year 2011 - 2012. For the purpose of leave credit quarter three of the financial year 2011 - 2012 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Na

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

4. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

5. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

6. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

8. Health Insurance Plan: Group Health Insurance Scheme (FY 2011 - 2012):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

Nandh

This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

9. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infosys employees become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2010 - 2011. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

Nav

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME	Mr.Chandrasekhar reddy.K			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
1. MONTHLY COMPONENTS				
BASIC				7,730
FIXED DEARNESS ALLOWANCE (FDA)				1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)				11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)				1,678
MONTHLY GROSS SALARY				21,978
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				88
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
FIXED GROSS SALARY (FGS) (1+2+3)				23,551
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	3,533	2,944	2,355	
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)				27,084
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)				26,495
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)				25,906
OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

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Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. Chandrasekhar reddy.K
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)			22,011
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nana

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

- a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;
- b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate) . All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the “**National Skills Registry**” that promises more effective information security standards. It aims to register all the people working in our industry on a web -enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role”. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.

HRD/3T/11-12/NIOT-168

May 5, 2018

Mr. KAMAL KUMAR B.V
Candidate ID: 4247215
D/o MURALI.V,
Korlagunta, Tirupathi
Chittoor Dist-517562
Andhra Pradesh
Ph: 9652398741

Dear KAMALKUMAR B.V,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **June 17, 2018**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated May 5, 2011.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

1. Training Period:

The training program would consist of classroom training and on-the -job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

2. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

3. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2011 - 2012, his / her leave eligibility would start in quarter three of the financial year 2011 - 2012. For the purpose of leave credit quarter three of the financial year 2011 - 2012 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

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Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

4. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

5. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

6. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

8. Health Insurance Plan: Group Health Insurance Scheme (FY 2011 - 2012):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

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This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

9. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infosys employees become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2010 - 2011. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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You will be governed by the rules, regulations and policies of the Company as applicable to you.

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Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME	Mr.KAMAL KUMAR B.V			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
1. MONTHLY COMPONENTS				
BASIC				7,730
FIXED DEARNESS ALLOWANCE (FDA)				1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)				11,470
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OTHER BENEFITS				
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Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. KAMAL KUMAR B.V
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

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(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

- a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;
- b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

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You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate) . All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the “**National Skills Registry**” that promises more effective information security standards. It aims to register all the people working in our industry on a web -enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role”. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.

Date: 27th Feb 2018

Name: K BARGHAVI

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions Ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date:27th Feb 2018

Place: Puttur

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**

Date: 27th Feb 2018

Name: K EESUFVALI

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

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- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**



DR - BPS/RH6529979/207717/Bangalore/December/V1

OFFER OF EMPLOYMENT PRIVATE & CONFIDENTIAL

December 21, 2020

B Kokila,

Dear B Kokila,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of Processor, in **Band 5, Level 3** with our organization. The gross compensation will be INR 4,60,000 /- (**Four Lakhs Sixty Thousand rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,

Marathahalli Outer Ring Road, Doddanakundi Village,

Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294



These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Bangalore office on December 23, 2020. Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.

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ANNEXURE – 1
SALARY OFFER SHEET

Component	Monthly Gross	Annual Gross
Basic	17,250	2,07,000
House Rent Allowance	8,625	1,03,500
Leave Travel Allowance	NA	NA
Special Allowance	3,842	46,100
Ex-Gratia/ Bonus1	4,500	54,000
TOTAL FIXED CASH	34,217	4,10,600
Performance Incentive	1,917	23,000
Variable Pay2	NA	NA
TARGET CASH COMPENSATION	36,133	4,33,600
Employee Provident Fund	1,800	21,600
Mediclaime Insurance Premium	400	4,800
TARGET COST TO COMPANY	38,333	4,60,000

Details of Incentive Plan:	
(1) Max Performance Incentive	The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time of your joining.

Note:

- As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
- Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.
- Statutory deductions like ESI, Professional Tax and Income Tax (if any) will be deducted at Source and will be applicable as per stipulations.

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Additional Benefits:

- You are covered under the Group Mediclaim Insurance for a sum insured of INR 300,000 per annum. This mandatory coverage also includes your spouse and 2 children. As per the policy, you have an option to enroll your dependents (parents/parents-in-law) by paying additional premium.
- You are covered under Group Personal Accident Insurance or INR 500,000 per annum.
- Meal Card: You will be eligible to enroll for a meal allowance of INR 2,200 per month. This is a voluntary option and will be adjusted with your special allowance.
- As per the Maternity Benefit (Amendment) Act, 2017, women employees are eligible for Maternity Leave of 26 weeks. Adoption Leave and Paternity Leave are also applicable as the case may be. Please refer to the **Company Policy** for more details.
- NA
-

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ANNEXURE – 2

TERMS OF EMPLOYMENT

Your employment at Mphasis("Mphasis") will be governed by the Mphasis policies as modified from time to time. Copy of the present policy will be made available to you on your joining Mphasis. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

- 2.1. During your employment with Mphasis, you will be liable to be transferred or deputed to any of the offices, departments of Mphasis or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Mphasis policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is Mphasis policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under Mphasis' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are

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offered to you.

5) Relocation:

5.1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

7) Termination

7.1. Your employment with Mphasis is subject to termination on:

7.1.1. Mphasis may terminate your employment at any time giving you at least two months' prior notice in writing or payment of your then current salary prorated for any shortfall in notice; and

7.1.2. You may terminate your employment by giving Mphasis at least two months' prior notice in writing.

7.2. Mphasis reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Mphasis, and that your termination/resignation letter (by whatever name it is called) will be accepted by Mphasis only on your satisfying the mandatory notice period as stated in Mphasis' HR handbook. Further, till such time as Mphasis accepts your resignation letter, you will be deemed to be an employee of Mphasis and the terms and conditions of your employment will still continue to bind you. 8.4. Mphasis shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Mphasis' policies and code of conduct; or

7.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of Mphasis is likely to bring Mphasis any disrepute whether or not such act is directly related to the affairs of Mphasis; or

7.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of Mphasis.

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7.4.4. There is discrepancy in the copies of the documents/certificates given by you as proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.

8) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use attempt to use the same, except for the benefit of Mphasis, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Mphasis.

9.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, harddrive, disk,tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis ITServices.

9.2. For the purposes of Clause 10.1., "Confidential Information" means any of Mphasis proprietary or confidential information, technical data ,trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents ,services, projects ,proposals ,all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Mphasis with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures ,finances ,techniques ,strategies ,discoveries, the title and description of any patents or patent applications filed by Mphasis in any country or jurisdiction (until the same is generally available to the public), and any other business information of Mphasis including its business plans, practice methodologies and technologies (including computer software), training materials ,personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is intangible form or not, written or otherwise and formal or not. Confidential Information however shall not

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include knowledge, skills or information which is common to the business of Mphasis or which is generally known outside Mphasis.

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of Mphasis and in addition to the terms stipulated in this agreement here in you agree to execute a Non Disclosure Agreement with Mphasis.

10) Intellectual Property

10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Mphasis shall belong to Mphasis absolutely.

10.2. You agree, at Mphasis' expense, to provide, during and after this employment, all such assistance as Mphasis reasonably considers necessary, to secure the vesting of such rights in Mphasis or Terms of Employment Mphasis its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:-

11.1. You consent to the processing of your personal data in accordance with Mphasis data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2. In particular, you explicitly consent to:

- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- The transfer worldwide of personal data held about you by Mphasis to other employees and offices of Mphasis' worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material ,videos, etc.

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Mphasis by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin,

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political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Mphasis policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12) Non-Compete

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by Mphasis to such client, either directly or indirectly with any of Mphasis, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3lakhs shall be payable by you to Mphasis as damages.

13) Non Solicitation of Employees and Clients

You agree that during the period of your employment with Mphasis, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Mphasis, you will not, either directly or indirectly:

(A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Mphasis; or

(B) adversely affect the business prospects of Mphasis by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the Mphasis or any purpose related in any manner to the business of Mphasis.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Mphasis' present business and the duties of your employment.

14) Warranty

14.1. You warrant that your joining Mphasis will not violate any agreement to which you are or have been party to.

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Mphasis.

14.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in manner consistent with the ethical and professional standards of Mphasis.



14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15) Indemnification

You agree to indemnify Mphasis for any losses or damages sustained by Mphasis caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

17) General

17.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement will be made unless done so in writing. Mphasis reserves the right to amend the terms of the agreement with prior intimation of thirty days' notices to the employee. shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non disclosure.

17.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

17.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

17.4. Should any part of this agreement be declared illegal or unenforceable, the parties here to will co-operate in always open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement.

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

18) Background Verification Clause

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative.

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Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on December 23, 2020.

Signature : _____
Name : _____
Date : _____
Place : _____

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ANNEXURE – 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

SI. No	Details	Description
1.	Photograph	Soft copy of white background passport size photograph
2.	Education Documents	Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)
3.	Identity Proof	Passport/ PAN Card/ Election ID/ Driving Licence/Aadhaar Card.
4	Employment Details	Current Employment: last 3 months salary slip along with a copy of the offer letter Previous Employment: Relieving letter/ experience letter (which captures start date, end date & position details)
5	LOA	Signed Scanned copy of - Letter of Authorization (LOA)

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.

You are required to report to the HR department on your day of joining.

Contact Person : Vinusha M

Contact Number : 9148866425

Contact EmailID : vinusha.m@mphasis.com

Office Address : Bagmane World Technology Centre, WTC 4,4th Floor, K. R. Puram Marathahalli Ring Road, Doddnekundi, Bangalore

Reporting Time : **10.00 am**

Digitally signed by DS MPHASIS LIMITED 1
 Date: 2020.12.21 11:30:08 UTC
 Reason: Authorised by Srikanth Karra
 Location: Bangalore

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,

Marathahalli Outer Ring Road, Doddanakundi Village,

Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294



Date: 06th November 2017

**To,
Kurapati Sushmitha**

Sub: - OFFER LETTER

Dear Kurapati Sushmitha,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Kurapatti Sushmitha
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, CHITTOOR DISTRICT

PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR

DSC - 2019

Present : Sri / Smt Dr Narayana Bharath Gupta, IAS

Rc.No.A1/3372/DSC/GPS.VI/DA/2019/DSC-2019/

Dated: 29/9/2019



-:0:-

ORDERS :

Sub : Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Panchayat Raj Subordinate Service** - Appointment Orders - Selection to the post of **Panchayat Secretary (Grade-VI) Digital Assistant** - Orders Issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept (MDL-1), dated:19-07-2019.
 2. Recruitment **NOTIFICATION NO. 02/2019, DATED:26-07-2019** for the Post of **Panchayat Secretary (Grade-VI) Digital Assistant**
 3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
 4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
 5. Member Convenor DSC - 2019, Letter No : **A1/3372/DSC/GPS.VI/DA/2019 ,Dated: 29/9/2019**

-:0:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **KUNATI LOKESH S/o,D/O,W/o K VENKATAIAH** (HT No:**191009024734**) is hereby provisionally appointed as **Panchayat Secretary (Grade-VI) Digital Assistant** and directed to report at **Chief Executive Officer, Zilla Praja Parishad, Chittoor - 517001 Ph.No.08572 - 230123 on 1.10.2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Panchayat Secretary (Grade-VI) Digital Assistant** in the **PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT**

M Dinesh Babu**Sub: Letter of Offer****Dear****M Dinesh Babu,**

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foive**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foive. You can join us on or before 16 Dec 2019. Foive supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

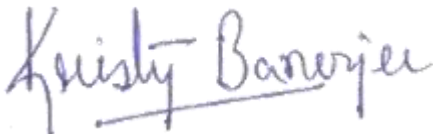
We welcome you to a pursuit of excellence with **Foive**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foive**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

ANNEXURE A

NAME	M Dinesh Babu	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

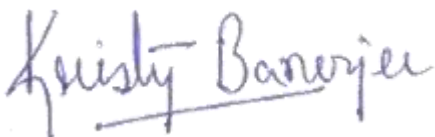
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:

6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2019

**Employee's Statements
M Dinesh Babu**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____

Date: 27th Feb 2018

Name: M HEMANTH

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions Ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date:27th Feb 2018

Place: Puttur

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**

M Jyothendra**Sub: Letter of Offer**Dear **M Jyothendra**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

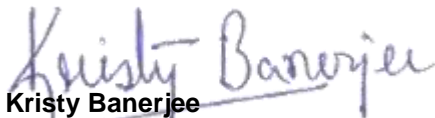
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. **Annexture A**
2. **Annexture B**
3. **Annexture C**

Date : 27 Dec 2017

ANNEXURE A

NAME	M Jyothendra	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

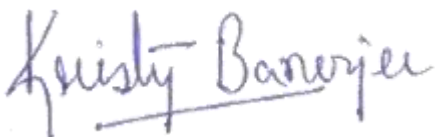
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:

6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
M Jyothendra**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



HICORE
SOFTEK PRIVATE LIMITED

August 24, 2017

NESANOORU MEENAKSHI

C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with HICORE SOFTEK PRIVATE LIMITED

Dear **NESANOORU MEENAKSHI**,

We are pleased to offer you an apprenticeship opportunity with HICORE SOFTEK PRIVATE LIMITED, a subsidiary of DVG Technology solutions Pvt.Ltd.

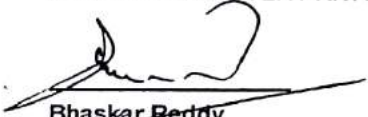
This apprenticeship opportunity will commence from **4th October , 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Padmanabha Naidu** during the period of your apprenticeship with HICORE SOFTEK PRIVATE LIMITED.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

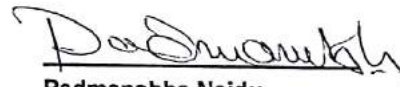
We look forward to a mutually rewarding association with you at HICORE SOFTEK PRIVATE LIMITED.

Yours sincerely,

For HICORE SOFTEK PRIVATE LIMITED



Bhaskar Reddy
Director - Human Resources



Padmanabha Naidu
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS

C/o. Siddharth Institute of Engineering and Technology
Siddharth Nagar, Narayanavanam Road, Narayanavanam, Puttur – 517 581
9840782372 / 9791007364



TERMS AND CONDITIONS OF CONTRACT

- a) You will abide by all the rules, regulations and policies of the company. HICORE SOFTEK PRIVATE LIMITED reserves the right to amend such policies as needed.
- b) Payment of stipend will commence upon your successful completion of training and deployment to the project.
- c) You will be responsible for the safekeeping of all the company's properties and return in good condition, all the company's properties that may be in your use, custody or charge when demanded or on termination of the contract.
- d) You hereby assign all right, title and interest in any work produced by you pursuant to your assignment to us and acknowledge that we are contractually obligated to further transfer such produce.
- e) You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of HICORE SOFTEK PRIVATE LIMITED, except as may be authorized in writing by us.
- f) During the period of your apprenticeship, you will not be entitled to any of the privileges and benefits availed by the employees on the rolls of HICORE SOFTEK PRIVATE LIMITED.
- g) You will be entitled to 1 day of leave per month during your apprenticeship with the organization
- h) At any time during this period, either side can terminate this service with **30 days' notice** in advance.
- i) HICORE SOFTEK PRIVATE LIMITED may at any point of time decide directly or through a third party carry out a detailed verification of the reference and validation of credentials submitted by you (background check).
- j) You also hereby consent and agree to any amendments to these Terms and Conditions of Agreement, as deemed necessary by HICORE SOFTEK PRIVATE LIMITED. You will, in addition to the terms and conditions of agreement specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable to you.
- k) **Validity:** This apprenticeship offer will not be valid and will be withdrawn under the following circumstances:
 - Not reporting to work on the accepted date
 - Not agreeing to execute the Contract Proprietary Information, Inventions and Non competition Agreement on the day of joining.
 - Not agreeing to execute the User Access Agreement on the day of joining.
 - Not agreeing to execute the Code of Conduct Agreement on the day of joining.
 - Unsatisfactory feedback on your credentials from any of the references furnished by you.
 - Any other essential information that has been suppressed or falsely provided.
 - Not entering into the training agreement on the day of joining.

If the terms of our offer are acceptable to you, please return the duplicate copies of the attached documents duly signed. It may be noted that, if you do not report for training on the date mentioned below, it will be deemed that you are not interested in our offer and the same will stand automatically withdrawn with effect from the said date.

I have read through my offer and the terms and conditions and hereby accept the same.

Date _____

Planned start date: _____

Name: _____

Signature: _____

C/o. Siddharth Institute of Engineering and Technology
Siddharth Nagar, Narayanavanam Road, Narayanavanam, Puttur – 517 581
9840782372 / 9791007364

CHECK LIST OF DOCUMENTS

You are requested to bring along the following documents to complete your joining formalities. It is mandatory to provide these documents as it's required for background verification, as per our process.

1. Photocopy of the offer letter, Exhibit A and Exhibit B, duly signed.
2. Copy of Passport (wherever the entries are made)
3. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets)
4. Two passport size photographs
5. Copy of PAN/Aadhar card
6. Permanent address proof- for which you may provide a copy of any one of the following:
 - o Driving license
 - o Passport
 - o Ration card
 - o Voters id card

Request you to carry the originals for verification.



August 24, 2017

B MANOJ KUMAR
C/o Siddharth Group of Institutions,
Siddharth Nagar, Narayanavanam Road,
Narayanavanam, Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear B MANOJ KUMAR,

We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DVG Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from **4th October , 2017**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and may or may not get extended / revised and the decision is purely subject to organizational need and approval from Management. Your reporting manager will be **Nagabhushana Geedhara** during the period of your apprenticeship with DND Global Technology & Solutions.

You will also be required to read through the terms and conditions of the offer and will be required to sign the same as your confirmation to adhere to the conditions specified. Your apprenticeship may be terminated without notice for reasons deemed unacceptable as per the code of conduct or any breach of the terms and conditions and / or if your performance is not as per expected standards, defined by your reporting manager. Please sign a copy of this apprenticeship letter confirming your acceptance to join us on or before **4th October, 2017** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DND Global Technology & Solutions.

Yours sincerely,
For DND Global Technology & Solutions

A handwritten signature in black ink, appearing to read 'K S S L Reddy', written over a horizontal line.

K S S L Reddy
Director - Human Resources

A handwritten signature in black ink, appearing to read 'Nagabhushana Geedhara', written over a horizontal line.

Nagabhushana Geedhara
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT
CHECK LIST OF DOCUMENTS

C/o. Siddharth Institute of Engineering and Technology
Siddharth Nagar, Narayanavanam Road, Narayanavanam, Puttur – 517 581
9840782372 / 9791007364



TERMS AND CONDITIONS OF CONTRACT

- a) You will abide by all the rules, regulations and policies of the company. DND Global Technology & Solutions reserves the right to amend such policies as needed.
- b) Payment of stipend will commence upon your successful completion of training and deployment to the project.
- c) You will be responsible for the safekeeping of all the company's properties and return in good condition, all the company's properties that may be in your use, custody or charge when demanded or on termination of the contract.
- d) You hereby assign all right, title and interest in any work produced by you pursuant to your assignment to us and acknowledge that we are contractually obligated to further transfer such produce.
- e) You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DND Global Technology & Solutions, except as may be authorized in writing by us.
- f) During the period of your apprenticeship, you will not be entitled to any of the privileges and benefits availed by the employees on the rolls of DND Global Technology & Solutions.
- g) You will be entitled to 1 day of leave per month during your apprenticeship with the organization
- h) At any time during this period, either side can terminate this service with **30 days'** notice in advance.
- i) DND Global Technology & Solutions may at any point of time decide directly or through a third party carry out a detailed verification of the reference and validation of credentials submitted by you (background check)
- j) You also hereby consent and agree to any amendments to these Terms and Conditions of Agreement, as deemed necessary by DND Global Technology & Solutions. You will, in addition to the terms and conditions of agreement specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable to you.
- k) **Validity:** This apprenticeship offer will not be valid and will be withdrawn under the following circumstances:
 - Not reporting to work on the accepted date
 - Not agreeing to execute the Contract Proprietary Information, Inventions and Non competition Agreement on the day of joining.
 - Not agreeing to execute the User Access Agreement on the day of joining.
 - Not agreeing to execute the Code of Conduct Agreement on the day of joining.
 - Unsatisfactory feedback on your credentials from any of the references furnished by you.
 - Any other essential information that has been suppressed or falsely provided.
 - Not entering into the training agreement on the day of joining.

If the terms of our offer are acceptable to you, please return the duplicate copies of the attached documents duly signed. It may be noted that, if you do not report for training on the date mentioned below, it will be deemed that you are not interested in our offer and the same will stand automatically withdrawn with effect from the said date.

I have read through my offer and the terms and conditions and hereby accept the same.

Date 04/10/17

Planned start date: _____

Name: B. Manojkumar

Signature: 

C/o. Siddharth Institute of Engineering and Technology
Siddharth Nagar, Narayanavanam Road, Narayanavanam, Puttur – 517 581
9840782372 / 9791007364



CHECK LIST OF DOCUMENTS

You are requested to bring along the following documents to complete your joining formalities. It is mandatory to provide these documents as it's required for background verification, as per our process.

1. Photocopy of the offer letter, Exhibit A and Exhibit B, duly signed.
2. Copy of Passport (wherever the entries are made)
3. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets)
4. Two passport size photographs
5. Copy of PAN/Aadhar card
6. Permanent address proof- for which you may provide a copy of any one of the following:
 - o Driving license
 - o Passport
 - o Ration card
 - o Voters id card

Request you to carry the originals for verification.

Mirafra//OL/2021/239

Offer Letter

Date: 22nd March 2021

To
Mr. Manoj Kumar
Bangalore

Dear Manoj Kumar

We are pleased to extend you an offer to join Mirafra Software Technologies Pvt. Ltd. as **Physical Design Engineer II** at our office located in Bangalore, India. The following are the terms & conditions set forth.

Date of Joining:

Your appointment will be effective from the date of your joining the Company, which shall not be later than **29th March 2021** failing which; the offer shall stand automatically withdrawn.

Role:

You will carry out all work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company. Your reporting manager will be **Mr. Mayank Varshney**

Compensation:

- Your Total Annual CTC (including retinals) will be **INR 8,50,000 (Rupees Eight Lakh Fifty Thousand Only)** as mentioned.

In the outside possibility of you quitting our organization within 1 year from the date of any Bonus/Relocation payout, you will have to pay back any kind of Bonus/Relocation Payout amount received by you to Mirafra Technologies.

Any kind of Bonus mentioned in your offer (if any) will be paid to you on fulfilment of related conditions and you must not have resigned from the employment before completion of 12 working months to become eligible for such bonus

Kindly review the annexure for the CTC details.

Reviews/Appraisals will be as per Company policies & guidelines. Your compensation details should be kept absolutely confidential

Termination:

The company or you may terminate this appointment by giving three months advance notice in writing or salary in lieu. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in breach of your responsibilities or company policies, dereliction of duties or insubordination.

Any amount due to the company at the time of your leaving will be deducted accordingly by the Company in your final settlement.

Company Policies:

You will be governed and bounded by the Company's policies and will be expected to adhere to any changes made by the Company in the practices and policies and implemented from time to time.

Benefits:

You will be entitled for the leaves and other employee benefits as per the rules framed by the Company.

We take great pleasure in welcoming you to MiraFra Software Technologies Pvt. Ltd., and we feel that your skills and experience will be a valuable asset to our team. Please acknowledge receipt and confirm the above terms by signing and returning the duplicate copy of this letter.

Yours faithfully,
For MiraFra Software Technologies Pvt. Ltd.,



Ridhima Deopa
Sr Manager - Talent Acquisition

I agree to accept employment on the aforementioned terms and conditions and I will report for work on G. Manoj Kumar and at the same time I will not accept any offer from the other companies. I bind myself from the above said statement.

Mr. Manoj Kumar



Date: 06th November 2017

To,
Mesa Sravani

Sub: - OFFER LETTER

Dear Mesa Sravani,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Mesa Sravani
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date

16-Dec-2017

Dear Moshisai K,
B.E / B.Tech, Electronics and Electrical Engineering
Siddharth Institute of Engineering & Technology

Candidate ID - 13937288

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of ~~60%~~ aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Moshisai K Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA of of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

*** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Date: 06th November 2019

**To,
Mudukuppam Hemachandra
Mittakandriga(V & P),
Ramachandra puram (M),
Chittoor, AP - 517501**

Sub: - OFFER LETTER

Dear Mudukuppam Hemachandra,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Mudukuppam Hemachandra
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date

16-Dec-2017

Dear Muralikrishna Chukka,
B.E / B.Tech, Electronics and Electrical Engineering
Siddharth Institute of Engineering & Technology

Candidate ID - 13937290

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of ~~60%~~ aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Muralikrishna Chukka Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA of of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

*** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

N Akhil kumar

Sub: Letter of OfferDear **N Akhil Kumar**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

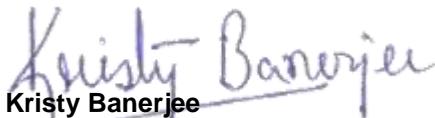
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For **FOIWE INFO GLOBAL SOLUTIONS PVT LTD**.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

ANNEXURE A

NAME	N Akhil Kumar	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

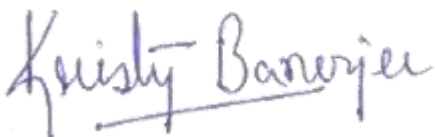
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:

6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
N Akhil Kumar**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi P NAVEEN,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi BALAJI M,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India

16-Dec-2017

Dear Nikitha Kodaganti,
B.E / B.Tech, Electronics and Electrical Engineering
Siddharth Institute of Engineering & Technology

Candidate ID - 13937296

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details



Capgemini Technology Services India Limited
Plant 2,'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel:+91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 12/21/2017

Ref No: HR/Campus/201820276

Ms. K Nikitha
Siddhartha Institute of Engineering and Technology

Letter of Intent ("LOI")

Dear Nikitha,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com .

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Sayyad Asad Kadri
Senior Director – Recruitment



ANNEXURE 1

K Nikitha

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,40,000/- (Rupees Two Lakhs Forty Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Recruitment

Signature: _____
Candidate Name: K Nikitha
Date: _____



DR - BPS/RH6529979/207717/Bangalore/December/V1

OFFER OF EMPLOYMENT PRIVATE & CONFIDENTIAL

December 21, 2020

P Bhanu Prakash Reddy,
No : 4-60, Vejjupalli (V), Pullikillu (P), G. D Nellore,
Chittoor

Dear P Bhanu Prakash Reddy,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of Processor, in **Band 5, Level 3** with our organization. The gross compensation will be INR 4,60,000/- (**Four Lakhs Sixty Thousand rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,

Marathahalli Outer Ring Road, Doddanakundi Village,

Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294



These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Bangalore office on December 23, 2020. Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.

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Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

ANNEXURE – 1
SALARY OFFER SHEET

Component	Monthly Gross	Annual Gross
Basic	17,250	2,07,000
House Rent Allowance	8,625	1,03,500
Leave Travel Allowance	NA	NA
Special Allowance	3,842	46,100
Ex-Gratia/ Bonus1	4,500	54,000
TOTAL FIXED CASH	34,217	4,10,600
Performance Incentive	1,917	23,000
Variable Pay2	NA	NA
TARGET CASH COMPENSATION	36,133	4,33,600
Employee Provident Fund	1,800	21,600
Mediclaime Insurance Premium	400	4,800
TARGET COST TO COMPANY	38,333	4,60,000

Details of Incentive Plan:

(1) Max Performance Incentive

The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time of your joining.

Note:

- As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
- Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.
- Statutory deductions like ESI, Professional Tax and Income Tax (if any) will be deducted at Source and will be applicable as per stipulations.

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CIN: L3007KA1992PLC025294



Additional Benefits:

- You are covered under the Group Medclaim Insurance for a sum insured of INR 300,000 per annum. This mandatory coverage also includes your spouse and 2 children. As per the policy, you have an option to enroll your dependents (parents/parents-in-law) by paying additional premium.
- You are covered under Group Personal Accident Insurance or INR 500,000 per annum.
- Meal Card: You will be eligible to enroll for a meal allowance of INR 2,200 per month. This is a voluntary option and will be adjusted with your special allowance.
- As per the Maternity Benefit (Amendment) Act, 2017, women employees are eligible for Maternity Leave of 26 weeks. Adoption Leave and Paternity Leave are also applicable as the case may be. Please refer to the **Company Policy** for more details.
- NA
-

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CIN: L3007KA1992PLC025294

ANNEXURE – 2

TERMS OF EMPLOYMENT

Your employment at Mphasis("Mphasis") will be governed by the Mphasis policies as modified from time to time. Copy of the present policy will be made available to you on your joining Mphasis. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

- 2.1. During your employment with Mphasis, you will be liable to be transferred or deputed to any of the offices, departments of Mphasis or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Mphasis policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is Mphasis policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under Mphasis' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are

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Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

offered to you.

5) Relocation:

5.1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

7) Termination

7.1. Your employment with Mphasis is subject to termination on:

7.1.1. Mphasis may terminate your employment at any time giving you at least two months' prior notice in writing or payment of your then current salary prorated for any shortfall in notice; and

7.1.2. You may terminate your employment by giving Mphasis at least two months' prior notice in writing.

7.2. Mphasis reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Mphasis, and that your termination/resignation letter (by whatever name it is called) will be accepted by Mphasis only on your satisfying the mandatory notice period as stated in Mphasis' HR handbook. Further, till such time as Mphasis accepts your resignation letter, you will be deemed to be an employee of Mphasis and the terms and conditions of your employment will still continue to bind you. 7.4. Mphasis shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Mphasis' policies and code of conduct; or

7.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of Mphasis is likely to bring Mphasis any disrepute whether or not such act is directly related to the affairs of Mphasis; or

7.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of Mphasis.

Contact Us:

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F : +91 080 6695 9943

E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited

Registered Office:

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Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

7.4.4. There is discrepancy in the copies of the documents/certificates given by you as proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.

8) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use attempt to use the same, except for the benefit of Mphasis, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Mphasis.

9.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, harddrive, disk,tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis ITServices.

9.2.For the purposes of Clause 10.1.,“Confidential Information” means any of Mphasis proprietary or confidential information, technical data ,trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents ,services, projects ,proposals ,all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Mphasis with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures ,finances ,techniques ,strategies ,discoveries, the title and description of any patents or patent applications filed by Mphasis in any country or jurisdiction (until the same is generally available to the public), and any other business information of Mphasis including its business plans, practice methodologies and technologies (including computer software), training materials ,personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is intangible form or not, written or otherwise and formal or not. Confidential Information however shall not

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include knowledge, skills or information which is common to the business of Mphasis or which is generally known outside Mphasis.

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of Mphasis and in addition to the terms stipulated in this agreement here in you agree to execute a Non Disclosure Agreement with Mphasis.

10) Intellectual Property

10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Mphasis shall belong to Mphasis absolutely.

10.2. You agree, at Mphasis' expense, to provide, during and after this employment, all such assistance as Mphasis reasonably considers necessary, to secure the vesting of such rights in Mphasis or Terms of Employment Mphasis its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:–

11.1. You consent to the processing of your personal data in accordance with Mphasis data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2. In particular, you explicitly consent to:

- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- The transfer worldwide of personal data held about you by Mphasis to other employees and offices of Mphasis' worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material ,videos, etc.

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Mphasis by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin,

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political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Mphasis policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12) Non-Compete

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by Mphasis to such client, either directly or indirectly with any of Mphasis, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3lakhs shall be payable by you to Mphasis as damages.

13) Non Solicitation of Employees and Clients

You agree that during the period of your employment with Mphasis, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Mphasis, you will not, either directly or indirectly:

(A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Mphasis; or

(B) adversely affect the business prospects of Mphasis by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the Mphasis or any purpose related in any manner to the business of Mphasis.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Mphasis' present business and the duties of your employment.

14) Warranty

14.1. You warrant that your joining Mphasis will not violate any agreement to which you are or have been party to.

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Mphasis.

14.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in manner consistent with the ethical and professional standards of Mphasis.



14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15) Indemnification

You agree to indemnify Mphasis for any losses or damages sustained by Mphasis caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

17) General

17.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement will be made unless done so in writing. Mphasis reserves the right to amend the terms of the agreement with prior intimation of thirty days' notices to the employee. shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non disclosure.

17.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

17.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

17.4. Should any part of this agreement be declared illegal or unenforceable, the parties here to will co-operate in always open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement.

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

18) Background Verification Clause

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative.

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Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on December 23, 2020.

Signature : _____
Name : _____
Date : _____
Place : _____

ANNEXURE – 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

Sl. No	Details	Description
1.	Photograph	Soft copy of white background passport size photograph
2.	Education Documents	Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)
3.	Identity Proof	Passport/ PAN Card/ Election ID/ Driving Licence/Aadhaar Card.
4	Employment Details	Current Employment: last 3 months salary slip along with a copy of the offer letter Previous Employment: Relieving letter/ experience letter (which captures start date, end date & position details)
5	LOA	Signed Scanned copy of - Letter of Authorization (LOA)

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.

You are required to report to the HR department on your day of joining.

Contact Person : Vinusha M

Contact Number : 9148866425

Contact EmailID : vinusha.m@mphasis.com

Office Address : Bagmane World Technology Centre, WTC 4,4th Floor, K. R. Puram Marathahalli Ring Road, Doddanekundi, Bangalore

Reporting Time : **10.00 am**

P KAVITHA**Sub: Letter of Offer**Dear **P KAVITHA**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

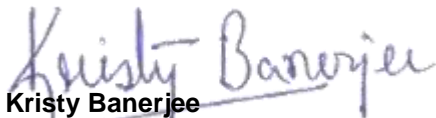
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2019

ANNEXURE A

NAME	P Kavitha	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

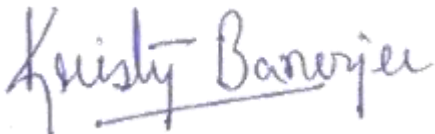
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:

6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
P Kavitha**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____

P Kiran

Sub: Letter of Offer

Dear P Kiran,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

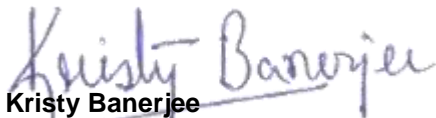
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For **FOIWE INFO GLOBAL SOLUTIONS PVT LTD**.

Kristy Banerjee
HR Executive

Signed and Accepted

Date:

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

ANNEXURE A

NAME	P Kiran	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

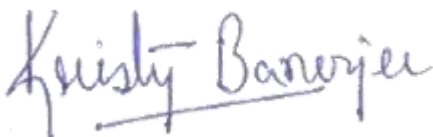
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
P Kiran**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____

P Manoj**Sub: Letter of Offer**Dear **P Manoj**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

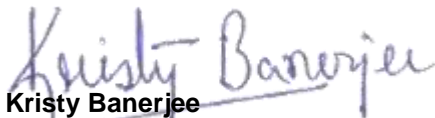
We welcome you to a pursuit of excellence with **Foiwe**.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.

Kristy Banerjee
HR Executive

Signed and Accepted**Date:**

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2017

ANNEXURE A

NAME	P Manoj	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

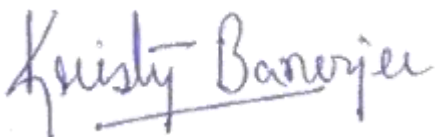
NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2017

**Employee's Statements
P Manoj**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____



Date: 06th November 2017

**To,
Pulukollu Siva Prasad**

Sub: - OFFER LETTER

Dear Pulukollu Siva Prasad,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Pulukollu Siva Prasad
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date



Date: 06th November 2017

**To,
Pasupuleti Reddysekar**

Sub: - OFFER LETTER

Dear Pasupuleti Reddysekar,

Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**.

We look forward to welcome you to **BIGWORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,80,600/-**per annum (Rupees Two Lakh Eighty Thousand Six Hundred per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current and forth-coming projects for achieving higher goals for the Company.

ANNEXURE 1

Name : Pasupuleti Reddysekar
Designation : Trainee Consultant
Location : Hyderabad

Component	Monthly	Yearly
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
Gross Package	20,000.00	2,40,000.00
Employer Pf	1,200.00	14,400.00
PF Administrative Expenses - Employer Contribution	100	1200
Other Allowance	1,650	19,800
Gratuity	2,083	25,000
Total CTC	-	2,80,600

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

Sriram Thota

Director

I _____ of PAN No _____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commence work on _____ at 11.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

Signature

Date



OFFER LETTER

08-Mar-2018

Dear Rahul.S

Delighted to appoint you for the position of **Trainee Engineer** With Aarti Industries. Your Reporting will be on or before **29th Aug 2018**. Before that you have to undergo the training session and get qualified. The terms and conditions of the employment agreement between you and Aarti Industries (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.2.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

b) For the businesses that operate on 24x7 bases, you may be required to work at different timings including at night. In all such cases, the actual working hours shall be as prescribed by the manager.

5. Code of Conduct

During the period of employment, you will work honestly, faithfully, diligently & efficiently for the growth of the company. Breach of the provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

6. Confidentiality

You understand and acknowledge that during your employment with the company you will be exposed to terms and materials which the company has developed or which you may develop on behalf of the company, which the company deems as confidential proprietary information, including but not limited to conversations, records, correspondence, files, client list, personnel data, marketing data, recruitment practices, computer software designs and plans developed for or provided through license agreements to the company as well as those developed by the company for its clients.

You will hold in trust and not disclose any such proprietary information and trade secrets during or any time after termination of your employment with the company. In the event of termination of your employment, you agree to return all such information belonging to the company.

7. Conflict of interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business except as share or debenture holder of publicly traded.

8. Notice of Termination

a) This offer letter is issued on the understanding that all the information given by you in the application/employee data form/during the interview or data provided prior to and /or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your employment at any time without any compensation.

b) If your actions at any time constitute a serious breach of company's standards of behavior the company may end this contract and terminate your employment immediately.

c) The employee authorizes the company to deduct from the employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the employee's employment.

9. Verification

a) This offer is based on the details provided by you in the company's application form/ employee data form /during the interview / data provided prior to or at the time of joining.

b) The offer is based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of durational qualifications or background checks and approval of your employment/immigration pass application (what Ever applicable).

For audit purposes, you are expecting to provide, the original copies of your certificates, like....

- Graduation Certificate
- Intermediate certificate
- S.S.C certificate
- ID Proof
- Address proof & 7 Passport size Photographs at the time of joining.

We welcome you to our organization and look forward to a mutually satisfying relationship and building a great career for you with us. At the time of joining bring this letter.

For

**Aarti Industries Pvt. Ltd
HR Manager
Vijayawada**



OFFER LETTER

12-Mar-2018

Dear N UMAPATHI

Delighted to appoint you for the position of **Software Trainee Engineer** With Raj Groups. Your Reporting will be on or before **29th Sep 2018**. Before that you have to undergo the training session at Kingstorm management and get qualify The terms and conditions of the employment agreement between you and Raj Groups (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.1.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

b) For the businesses that operate on 24x7 bases, you may be required to work at different timings including at night. In all such cases, the actual working hours shall be as prescribed by the manager.

5. Code of Conduct

During the period of employment, you will work honestly, faithfully, diligently & efficiently for the growth of the company. Breach of the provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

6. Confidentiality

You understand and acknowledge that during your employment with the company you will be exposed to terms and materials which the company has developed or which you may develop on behalf of the company, which the company deems as confidential proprietary information, including but not limited to conversations, records, correspondence, files, client list, personnel data, marketing data, recruitment practices, computer software designs and plans developed for or provided through license agreements to the company as well as those developed by the company for its clients.

You will hold in trust and not disclose any such proprietary information and trade secrets during or any time after termination of your employment with the company. In the event of termination of your employment, you agree to return all such information belonging to the company.

7. Conflict of interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business except as share or debenture holder of publicly traded.

8. Notice of Termination

a) This offer letter is issued on the understanding that all the information given by you in the application/employee data form/during the interview or data provided prior to and /or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your employment at any time without any compensation.

b) If your actions at any time constitute a serious breach of company's standards of behavior the company may end this contract and terminate your employment immediately.

c) The employee authorizes the company to deduct from the employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the employee's employment.

9. Verification

a) This offer is based on the details provided by you in the company's application form/ employee data form /during the interview / data provided prior to or at the time of joining.

b) The offer is based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of durational qualifications or background checks and approval of your employment/immigration pass application (what Ever applicable).

For audit purposes, you are expecting to provide, the original copies of your certificates, like....

- PG/Graduation Certificate
- Intermediate certificate
- S.S.C certificate
- ID Proof
- Address proof & 7 Passport size Photographs at the time of joining.

We welcome you to our organization and look forward to a mutually satisfying relationship and building a great career for you with us. At the time of joining bring this letter.

For

**Raj Groups (P) LTD
HR Manager
Vijayawada**



OFFER LETTER

12-Mar-2018

Dear C H VAMSI KRISHNA

Delighted to appoint you for the position of **Software Trainee Engineer** With Raj Groups. Your Reporting will be on or before **29th Sep 2018**. Before that you have to undergo the training session at Kingstorm management and get qualify The terms and conditions of the employment agreement between you and Raj Groups (referred as "The Company" hereinafter) that governs the basis of our mutual relationship are outlined below.

1. Remuneration

Your annual remuneration has been set as Rs.1.45,000/- Per annum, total cost to the company.

The detailed break-up will be attached to your Appointment Letter in Annexure-A.

2. Benefits

As part of the company prevalent welfare policy you would also be entitled to insurance cover.

3. Probation

You will be on probation for a period of 3 to 6 months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the company. During the period of probation, the offer may be terminated either by the company or by you, by giving one month notice.

4. Working hours & Location

a) The normal working hours are 9:00am to 6:00pm with 30 minutes lunch break – Monday through Friday. However, due to business exigencies you may be required to work at different timings which may be prescribed by your manager from time to time.

b) For the businesses that operate on 24x7 bases, you may be required to work at different timings including at night. In all such cases, the actual working hours shall be as prescribed by the manager.

5. Code of Conduct

During the period of employment, you will work honestly, faithfully, diligently & efficiently for the growth of the company. Breach of the provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

6. Confidentiality

You understand and acknowledge that during your employment with the company you will be exposed to terms and materials which the company has developed or which you may develop on behalf of the company, which the company deems as confidential proprietary information, including but not limited to conversations, records, correspondence, files, client list, personnel data, marketing data, recruitment practices, computer software designs and plans developed for or provided through license agreements to the company as well as those developed by the company for its clients.

You will hold in trust and not disclose any such proprietary information and trade secrets during or any time after termination of your employment with the company. In the event of termination of your employment, you agree to return all such information belonging to the company.

7. Conflict of interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business except as share or debenture holder of publicly traded.

8. Notice of Termination

a) This offer letter is issued on the understanding that all the information given by you in the application/employee data form/during the interview or data provided prior to and /or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your employment at any time without any compensation.

b) If your actions at any time constitute a serious breach of company's standards of behavior the company may end this contract and terminate your employment immediately.

c) The employee authorizes the company to deduct from the employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the employee's employment.

9. Verification

a) This offer is based on the details provided by you in the company's application form/ employee data form /during the interview / data provided prior to or at the time of joining.

b) The offer is based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of durational qualifications or background checks and approval of your employment/immigration pass application (what Ever applicable).

For audit purposes, you are expecting to provide, the original copies of your certificates, like....

- PG/Graduation Certificate
- Intermediate certificate
- S.S.C certificate
- ID Proof
- Address proof & 7 Passport size Photographs at the time of joining.

We welcome you to our organization and look forward to a mutually satisfying relationship and building a great career for you with us. At the time of joining bring this letter.

For

**Raj Groups (P) LTD
HR Manager
Vijayawada**

Ref No: S10006/16DEC2019

Date: 27 Dec 2019

P Reddy Shekar
Bangalore
Karnataka

Sub: Letter of Offer

Dear **P Reddy Shekar**,

This has reference to your application for employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD** (hereinafter referred to as **Foiwe**) and your subsequent interview you had with us.

We are pleased to offer you as **Systems Analyst**, with Foiwe. You can join us on or before 16 Dec 2019. Foiwe supports customer operations across the globe on 24x7 basis and your job could include working on any of the shifts including night shift if required, thereby allowing real time support to global clients. You will be working from Bangalore but if required, should be ready to travel or relocate to any part of the World without any extra compensation of any kind.

The details of your compensation structure are given in **Annexure "A"** and terms and conditions of your employment, Employee Statement as **Annexure "B"** and **Annexure "C"**.

We welcome you to a pursuit of excellence with **Foiwe**.


Please sign and return the duplicate copy of this letter as a token of your acceptance of this and send the same back to us. To help complete joining formalities, we request you to carry your all original documents for verification along with their photocopies on the date of joining. The documents required as under:

- **Original offer letter issued by Foiwe**
- **Five Passport size photographs**
- **Proof of Education Qualification**
- **Experience Certificate and relieving letter**
- **Proof of salary**
- **Copy of passport**
- **Copy of Driving license or Election ID Card**
- **PAN Card**

On your joining and completing the required formalities you shall be issued the formal Appointment Letter. You are requested to report at 10:00 am and contact **Kristy Banerjee** at our Bangalore office on the day of your joining.

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.



Kristy Banerjee
HR Executive

Signed and Accepted

Date:

Enclosed: 1. Annexure A
2. Annexure B
3. Annexure C

Date : 27 Dec 2019

ANNEXURE A

NAME	P Reddy Shekar	
DESIGNATION	Systems Analyst	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A : Basic Salary		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
B : Non Basic Salary		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
TOTAL (B)	149,856.00	12,488.00
GROSS SALARY (A+B)	219,864.00	18,322.00
C : Others		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
TOTAL (C)	18,612.00	1,551.00
TOTAL COST TO COMPANY (CTC)	238,476.00	19,873.00

NOTE:

1. Statuary deductions as per respective acts and laws.
2. Productivity Bonus** - This has three components in it
 - a. Daily Productivity - Based on daily productivity KPI and targets. Paid Monthly
 - b. Monthly Productivity - Based on monthly KPI and targets. Paid Monthly
 - c. Annual KPI adherence - Paid annually based on annual target achieved and KPIs

*** Productivity bonus payout can range from 0% to 100% of the availability and is purely based on performance and target achieved against the team KPIs and may vary month to month.

3. **Productivity bonus components and eligibility may be revised time to time and will be governed by different incentive schemes. This will be notified through internal communication. The notified structure will overwrite Annexure A / A1

Yours truly,

For FOIWE INFO GLOBAL SOLUTIONS PVT LTD.


Kristy Banerjee
HR Executive

Accepted : _____

Employee Name :

Date:

ANNEXURE B

Ref No : S10006/16DEC2019

Date: 27 Dec 2019

Terms of Employment

1. During your employment with **FOIWE INFO GLOBAL SOLUTIONS PVT LTD.** (Hereinafter referred to as **Foiwe**), we expect you to work with a high standard of initiative, efficiency and economy.

2. You will be on probation for an initial period of six months. The probation period is extendable at the sole discretion of Management by one or more terms of six months duration. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation you shall continue to be on probation. Upon satisfactory completion of the probation period, you may be confirmed in the regular cadre of the company. You will be reviewed after the completion of one year from the date of joining and compensation cycle will start from April that year. Your compensation can be revised but is subjected to performance.

3. Either side can terminate the employment by giving to other party, 60 days notice or compensation equal to 60 days salary in lieu thereof if it does not have any business impact to Foiwe.

4. (a) During your employment with the Company you will be liable to be transferred to any of the offices / divisions / departments / manufacturing units of the Company or of group / associate companies, whether existing or to be set up in the same town or anywhere in India or abroad at the sole discretion of the management on the terms and conditions of the employment applicable at the place of posting.

(b) Company also reserves the right to send you for training within or outside India and in such event & when you travel abroad for transition / knowledge / process transfer, you shall have to execute certain agreement(s) / documentation(s), as the Company may require from you. In view of the fact that the Company shall be making arrangements, and making the considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/documentation(s) be executed. Such draft documents are available for your inspection.

(c) Company spends an amount up to Rupees 20000/- (twenty thousand only) towards training each individual to be able to deliver his/her duties efficiently. In an event of unauthorized/uninformed exit from the organisation, you will be liable to reimburse the amount to the company within 15 days of such notifications.

5. You shall agree that the following expenses, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as advance for a period of 2 (two) years from the date of your joining.

A. Transportation to the place of posting from existing locations.

B. Loan to repay your existing borrowing.

C. Payment made in lieu of your loss of salary because of joining Foiwe early, Joining bonus or any other payments made like above. In case of earlier cessation / termination of employment before the said 2 (two) years, you hereby authorize the Company to deduct the aforesaid expenses from all money due to you including statutory dues like PF etc. In case you leave the Company before completion of 2 (two) years from the date of joining, besides this you shall forthwith pay the shortfall to the company.

Accepted : _____

Employee Name :

Date:



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by company's policies and rules regarding Leave, Provident Fund, Medical Reimbursement, Leave Travel Assistance, Misconduct, Discipline, Transfer, etc. Privilege Leave, if encashable, as per the Company practice, while in service or on cessation of services, shall be only on basic salary. The rules with regard to the above one are available with HR Department of the company for inspection. You will be entitled to 1.83 days of paid leave every month. A maximum of 5 leaves can be carry forwarded to the next financial year. During probation, you will not entitle to any paid leave.

7. You are required to strictly maintain the secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for termination forthwith, notwithstanding other terms and conditions mentioned in the appointment letter. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in the appointment letter.

8. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions in this letter.

9. You have been engaged on the presumption that the particulars furnished by you in your application and/or Bio-data are correct and that you do not have any criminal record.

10. You are required not to engage yourself in any other gainful or commercial employment, business, or activity part-time or full-time, directly or indirectly or in any other profitable business connected with the dealings or activities of the Company in any way. Any action contrary to the above would render your service liable for termination notwithstanding any other conditions in the appointment letter.

11. You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found medically unfit to work any longer or in case of continued ill health as certified by the medical officer / practitioner nominated by the Company.

12. FOIWE INFO GLOBAL SOLUTIONS PVT LTD is not or will not be liable in any kind for any of your obligations or conduct with your past employers.

13. In an event of eight contentious days of your unauthorized / uninformed absence from duty, the company will consider your last working day as your resignation day. In such cases, company is eligible to recover from you an amount equal to but not limited to the notice period duration. You will have to make the payment, if any, within 15 days of such notification.

14. You are advised to go through the contents of the offer letter & Annexure, sign the duplicate copy of the offer letter & original of the Annexure and return it to us as a token of acceptance of the terms and conditions stated herein.

This offer with all the enclosures of Annexure A, B is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding.

Accepted : _____

Employee Name :

Date:



ANNEXURE C

Ref No : S10006/16DEC2019

Date: 27 Dec 2019

**Employee's Statements
P Reddy Shekar**

1. I accept employment with Foiwe Info Global Solutions Pvt Ltd. pursuant to the terms set forth in

- a) Offer letter
- b) Annexure A
- c) Annexure B
- d) Annexure C

2. I hereby confirm to submit a copy of the offer letter duly signed by me along with all the documents mentioned in the offer letter.

3. No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and i am not relying upon any terms other than as set forth. I agree to the terms and conditions of employment and freely make the statements set forth above.

Signed and Accepted : _____ Date : _____

Name : _____

Permanent Address : _____

Contact Details : _____

PFSweb Global Services Pvt. Ltd.

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Date: 18.01.2021

Tallapaneni Sai Prasad

S/O: Tallapaneni Sessaiah
Ramapuram, Thippayapalli
Cuddapah, Andhra Pradesh - 516107

Dear Tallapaneni Sai Prasad,

We refer to our Letter of Salary Offer dated **18th January 2021** duly accepted by you. In view of your acceptance of the same, we at PFSweb Global Services Pvt. Ltd. "**PFSweb**"/ "**Company**", are pleased to offer you a position of **Trainee Credit Analyst**. You will be located at our office situated at 8th floor of Block-1, (BCIT) Bhartiya City, Milestone Buildcon Pvt. Ltd., SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore, PIN-560064.

PFSweb is a wholly owned subsidiary of PFSweb Inc., founded in the year 1994. In the year 1999, PFSweb Inc. expanded globally and issued an IPO to become a public company - NASDAQ (PFSW). We are a leading global provider of comprehensive eCommerce solutions. We focus on creating the ultimate branded shopping experience for the world's leading brands with our highly customized, flexible, and collaborative solution offering. These solutions empower consumers to shop how and where they want, receiving products and services by a method of their choice. To know more about us please visit www.pfsweb.com.

Your all-inclusive annual remuneration package will be **Rs.3,00,000** [subject to deduction of tax at source ("TDS") and other statutory payments as may be applicable]. Management reserves the right to increase or decrease the salaries, at its sole discretion from time to time.

We have enclosed a copy of the Employment Agreement, which you need to sign and return to us indicating your acceptance of the terms and conditions contained therein. Please note that your initials are required on all the pages of the enclosed Employment Agreement.

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Employment Agreement

Employment Status:

Your appointment with the Company shall be based on the following terms and conditions and further subject to the terms and conditions contained in (1) Annexure-A (Terms of Employment), (2) Annexure-B (Elements of Compensation); and (3) Annexure-C (Documents to be submitted on the Date of Joining).

Date of Joining: **19th January 2021**

Place of Work: **Bangalore**

Please note that PFSweb believes in re-engineering as a continuous process and therefore your designation, responsibilities and location are subject to modifications in line with the re-engineering process and the exigencies of the Company's requirements.

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Employee Name	Tallapaneni Sai Prasad	Designation	Trainee Credit Analyst	
			Salary Structure	
Sl. No	Components	Components details	Monthly	Annual
A	Fixed			
1	Basic Salary	50% of Base Salary	15500	186000
2	House Rent Allowance	40% of Basic Salary	6200	74400
B	Special Allowance			
3	Special Allowance	Base Salary-Fixed	755	9058
Optional Benefits				
4	Meal Coupons	Optional Benefit, Eligible for Rs. 1100 per month. Default amount will be set as 0	0	0
5	Internet and Telephone Reimbursement	Optional Benefit, Eligible for Rs. 1500 per month.	0	0
6	Leave Travel Allowance	Optional Benefit, Eligible for 10% of Basic Salary. Default amount will be set as 0	0	0
C	Base Salary = (1+2+3+4+5+6)		22455	269458
7	Provident Fund	12% of Base Salary or INR 1800	1800	21600
8	Gratuity	Deemed Value *Calculated at 4.81% of the basic Salary.	745	8942
D	Total Retiral Benefits (Company Contribution)		2545	30542
**Total Cost to Company = (C+D)			300000	
**The above stated elements of compensation are taxable as per applicable Income Tax Laws. All the figures are in INR (India Rupees) only.				
Note : Special Allowance consists of Telephone & Internet Reimbursement (up to max Rs. 1500/- per month) and Electronic Food Coupons (Rs.1100/- per month) and LTA (10% of Basic Salary)				
Other Company Benefits				
PFSWEB Group Mediclaim Insurance Policy				
Medical Coverage		5L Per Family		
Family Member Covered		Employee + Spouse+ dependent children upto 2 + 2 dependent parents (either parents or in-laws)		
Group Life Insurance Policy				
4 times of annual CTC of an Employee				
India Personal Accidental Insurance Policy				
2 times of annual CTC of an Employee				

| The above remuneration is subject to Income Tax and other statutory deductions.

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**ANNEXURE A
TERMS OF EMPLOYMENT:**

During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

COMPENSATION & BENEFITS:

Your annual compensation will be as per the Emoluments Table provided herein and will be subject to deduction of tax at source and other statutory deductions as may be applicable. Further, your annual compensation shall be subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax friendly benefits/ exemptions on your joining.

Your total compensation package is the sum total of Base and Retirals mentioned below:

Fixed Elements of Base Compensation

- Basic Salary, House Rent Allowance (HRA), Special Allowance, Leave Travel Assistance (LTA)

Benefits & Other Allowances:

- Leave Travel Allowance (LTA): You are eligible for LTA, which will be equal to 10 percent of your annual basic salary. This will be administered on annual basis and will be subject to income tax provisions.
- You will be covered under a group Medclaim Policy.

Retirement Benefits:

- **Provident Fund (PF):** You will be a member of the Provident Fund Schemes and the Company's contribution to the said fund will be as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- **Gratuity:** You will be eligible for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

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**DEDUCTIONS:**

Your emoluments as detailed above will be subject to deduction of Income Tax and other statutory deductions wherever applicable. Income Tax will be deducted at source from your taxable income. It will be computed as per Income Tax Rules, after considering declarations/documents furnished by you as per the rules of the Company in force from time to time.

RELOCATION EXPENSES:

This clause is only applicable to you if your package includes a component on relocation/Joining Bonus. The Company agrees to cover your relocation benefits and expenses in accordance with the Company's India Domestic Relocation Policy as amended from time to time. If you leave the Company within 12 (twelve) months from the date of your re-location, you shall be liable to re-pay all relocation expenses/Joining Bonus on or before the day of your full and final settlement at the Company.

PERFORMANCE REVIEW/APPRaisal:

Based solely on your satisfactory performance, you will be eligible for increment/ salary revisions. Your performance review/appraisal shall be held periodically.

WORKING HOURS:

The normal expected standard working hours are 10.00 am to 7:00 pm from Monday to Friday. However, there may be occasions where you may be required to work beyond these hours and you are expected to cooperate accordingly. Your salary includes compensation for any such additional hours.

LEAVE POLICY:

You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

1. **Privileged Leave (PL) or Earned leave (EL)**:- These are leaves which an individual team member accumulates or earns by the end of every month. 1.5 days of PL or EL is added to team member's account. PL's or EL's cannot be accumulated beyond 30 (thirty) days at any given point in time. Any leave beyond 30 (thirty) days would get lapsed.
2. **Casual Leave (CL)**:- Team member accumulates 0.5 day leave by the end of every month. Team members cannot club PL/EL with CL. Team members will have to avail these leave(s) separately. Accumulated CL gets expired at the end of the annual year, i.e. by December end every year.
3. **Maternity Leave**: - All expecting female employees are eligible to avail the maternity leave for the

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first two children. A team member is entitled to avail 6 (six) months of paid leave & another 3 (three) months of unpaid leave with the prior approval from management and their respective supervisor (with effect from 1st April 2017). In the event of a miscarriage, in lieu of maternity leave the employee will be eligible for a total of 6 (six) weeks of miscarriage leave. Maternity leave has to be availed in one stretch. Maternity Leave cannot be clubbed with any other type of leave.

- 4. **Paternity Leave:** - All married male employees are eligible to avail the paternity leave for the first two children. Paternity leave can be availed for a period of 5 (five) working days either after delivery or within 6 (six) months of the delivery with prior approval. An application for Paternity Leave must be supported by a medical certificate, certifying the expected date of delivery. The application is to be submitted a month before the employee wishes to avail such leave.

Table to calculate Total number of leaves in a Year:

Per Month			Per Year		
PL	CL	TOTAL	PL	CL	TOTAL
1.5 PM	0.5 PM	2 PM	18 PA	6 PA	24 PA

PROBATION:

- You will be on probation for a period of 3 (three) months from the date of your joining the Company ('Probation Period'). The Probation Period can be extended further, if your performance/conduct is not satisfactory. At the conclusion of your Probation Period and on your performance being satisfactory, your employment with the Company shall be confirmed in writing.
- Based solely on your performance during the Probation Period, the management reserves the right to retain/ terminate your services. If performance is found unsatisfactory during the Probation Period, then the employee's services would be terminated by providing 1 (one) month notice period.
- For voluntary resignation in the case of unsatisfactory performance during the Probation Period, team members should provide 1 (one) month notice.

NOTICE PERIOD AND TERMINATION:

- After the completion of Probation Period, both you and the Company will have an option of terminating the employment. This option may be exercised at any time by either party, by providing the other party with 3 months written notice subject to terms and conditions set forth herein below.
- The employment offered under this Agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be

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given at any time during the course of employment. You are employed by the Company “at will” and not for any specific term.

- The Company reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you have notified the Company of your voluntary termination, the Company reserves the right to accept your resignation anytime during the notice period stipulated above. You shall not be entitled to any salary or any benefits after the effective date of termination of your employment with the Company.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, the Company reserves its right to forfeit your salary for the requisite notice period. In addition, the Company shall also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of 3 months as stated above, the Company is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client’s requirements. Therefore, considering the gravity of damages that could be suffered by the Company, the Company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to the Company’s business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), the Company may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.
- The Company may terminate the employment of an employee for any reason that would seriously affect the Company’s business or its employees.

Following are few of such cases:

1. False information in the employment application form.
2. Any physical or mental illness of objectionable nature that would interfere with normal work of others.
3. Conviction by any criminal court for any offence involving moral turpitude.
4. Involvement in any act that would adversely affect the secrecy & security of any information pertaining to the Company’s business.

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5. PFSweb Management shall have the right to terminate employment for unacceptable performance and also in respect of an employee who does not meet the job requirements.

- Upon the termination of your employment for whatever reason, you shall immediately deliver to the Company all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Company.

REPRESENTATIONS AND WARRANTIES:

You represent and warrant to the Company that: (i) you are free to enter into this employment with the Company without violation of any third party rights and that your employment with the Company will not result in violation of any agreement or restrictive condition you may have with any third party including any former employer; (ii) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for the Company; (iii) all information provided by you to the Company, including information set forth in your résumé, information provided during the interview process, and information in any employment application, is truthful and accurate; and (iv) you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or materials belonging to any third party, including any of your previous employer/s.

CONFIDENTIALITY:

- You shall promptly inform and disclose to the Company all ideas, inventions, designs, improvements and discoveries that you create alone or in collaboration with others during the term of this Employment Agreement, that relate to the business of company, whether or not you conceived of such during normal business hours. The proprietary rights in such improvement, invention or discovery shall vest with the Company. You shall be bound to join with the Company to apply for Letters of Patent for the said inventions, improvements or discoveries and you shall at the cost of the Company, do everything necessary to vest the same for the Company. For this purpose, the expression 'Company' also includes associated or subsidiary companies of PFSweb.
- You acknowledge that during the course of your employment with the Company, you shall have access to proprietary information, trade secrets and other confidential information, which is a valuable asset of the company, and its disclosure or unauthorized use will cause the Company substantial harm and damage.
- "Confidential Information", as used in this Confidentiality clause, shall mean and include all information, which comes to your knowledge on day to day working or is gathered through your tenure of service with the Company, irrespective of the fact whether you receive such information orally or in writing. In addition, Software devised by you during the course of your employment

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and/or required for new projects of the Company shall be deemed to be Confidential Information and is the property of the Company.

- You undertake not to disclose, except as instructed in writing by the Company, or required by a legally constituted authority for the purpose of laws regarding disclosure, or for the purpose of filing with any Government authority, the said Confidential Information. You accept that these restrictions are reasonable and necessary to protect the Company’s bona fide interest. You acknowledge that the breach of this Confidentiality clause will cause irreparable harm, loss and injury to the Company and the Company shall be entitled to institute proceedings for temporary restraining order and/ or permanent injunction by any Court of competent jurisdiction to prevent breach of this clause. This remedy is available to the Company in addition to any other remedy available to it at law or in equity.

NON-COMPETITION AND NON-SOLICITATION:

- During the term of this Employment Agreement, and for a period of 6 (six) months after the termination of this Agreement, you shall not accept an offer to become an officer, director, partner, member, manager, principal, employee, agent, representative, consultant, independent contractor or other capacity of or for, or any way assist, any other business venture which is a direct competitor of the Company, whether paid or unpaid, without first soliciting and receiving the prior express written consent of the Company.
- During the term of this Employment Agreement, and for a period of 6 (six) months after the termination of this Agreement, you shall not solicit, induce, or encourage any customer of the Company or any end client of the Company to offer employment and you shall not accept employment from any such customer or end client.
- During the term of this Agreement, and for a period of 1 (one) year after the termination of this Agreement, you shall not, directly or indirectly, solicit, induce, or encourage any employee, consultant, agent, or any client of the company with whom you have worked or about whom you have gained Confidential Information, to terminate his or her employment, agency, contractual or customer relationship with the Company, or to transfer business to any entity that is in the same or similar line of business of the Company.

PERSONAL INFORMATION:

- You acknowledge and understand that PFSweb will process your personal information including your sensitive personal data or information (“Personal Information”) for purposes set out in the Data Privacy Policy which is available on the Company’s intranet.
- By accepting the terms of employment, you hereby consent to the collection and disclosure of your Personal Information by PFSweb to and from third parties and for the transfer of your Personal

PFSweb Global Services Pvt. Ltd.

Bhartiya City, 8th floor, Block 1, Milestone Buildcon, SEZ.,
Chokkanahalli Village, Bengaluru – 560064. Phone:
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Information by PFSweb to PFSweb group companies, suppliers and customers within and outside India, where it is necessary for purposes related to your employment or where it is legally required. The reference to “sensitive personal data” above is to the categories of personal data identified by data privacy laws as requiring special protection.

- You also agree to comply with the Personal Information Protection Policy (‘Policy’) which is available on the Company’s intranet in all the data processing activities which you may perform on PFSweb’s behalf. In particular, you agree not to use any Personal Information other than in connection with and to the extent necessary for meeting the business requirements of PFSweb.

INSIDER TRADING:

Please note that during the period of your employment with PFSweb and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about PFSweb or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

ABSCONDING CLAUSE:

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as your having voluntarily terminated the employment with the Company without giving notice, unless you return to work within 3 (three) days of the commencement of such absence, and give an explanation to the satisfaction of the Company regarding such absence.

TRAVEL:

You may be required to travel on the Company work and you will be reimbursed expenses as per the Company policy.

WORK SHIFTS:

Please note that PFSweb may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you.

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**EMPLOYMENT RESTRICTIONS:**

Your employment with PFSweb is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any company, you are required to seek prior written approval from Vice President, People Success, of the Company. PFSweb will have the sole discretion to approve or disapprove such a request based on PFSweb's Code of Ethics and other internal guidelines for deciding such requests.

BACKGROUND CHECK:

This clause is applicable to you during your Probation Period also.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

CHANGE OF ADDRESS:

You shall keep PFSweb informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by PFSweb on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

MISCELLANEOUS:

- You represent and warrant that you have full power and capacity to enter into this Employment Agreement and that you are not currently obliged to perform any other services under any other contract of agreement, whether it be written or oral, which would prohibit you from entering into this Agreement and performing the services and duties required under this Agreement. You also agree to indemnify and hold Company harmless from any and all judgments, liabilities and expenses that may be assessed against or incurred by the Company as a result of your breach of any other contract or agreement by performing services for the Company.
- You acknowledge that the Company can assign the employee to work for an associate or subsidiary of the Company on secondment or transfer, either full time or part-time, in any part of India or overseas as decided by the Management.
- You will be governed by the rules laid down by the Company from time to time with regard to working hours, leave, holidays etc., You shall be required to abide by the administrative instructions

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and rules and regulations as in force from time to time for the effective and smooth working of the Organization.

- You acknowledge that this Employment Agreement is issued to you on the basis of your educational qualifications and previous work experience as submitted to us in your resume when you applied for a position in the Company. You also acknowledge that the Company will as a matter of course verify these qualifications either independently or through a third party agency, and that if any misrepresentation of educational qualifications, work experience or compensation is discovered, your services shall be terminated with immediate effect without any notice period or compensation.
- You hereby agree to abide by all the policies of the Company, applicable to your employment.
- The normal age of retirement shall be on your completion of 58 years of age.
- It is agreed that it shall be open to the Management of the Company from time to time, to add, modify, or abrogate any remuneration, benefits, facility or perquisites that may be extended to you on review of the Company's functioning, finances and prospects and you shall be bound by the Company's decision in this regard.
- If felt necessary, the Company may get you medically examined and your appointment is subject to your being declared medically fit by a doctor appointed by the Company.
- The above mentioned terms shall not considered to be changed/ deemed to be changed unless they are communicated to you in writing by the authorised signatory of the Company.

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Annexure "B"	
Elements of Compensation	Frequency of Payment/ Claim
1. Basic salary	
Basic Salary would be 50% of Gross Salary	Monthly
2. House Rent Allowance (HRA)	
HRA is paid to employees to meet cost of rental accommodation. HRA is a 40% of Base Salary.	Monthly
3. Leave Travel Assistance (LTA)	
LTA would be 10% of Base salary. It can be claimed only once in a year and is exempt from income tax twice in a slab of 4 years For the other two years, LTA amount paid will be treated as taxable.	Monthly
4. Special Allowance	
The special allowance would be the remaining component of the Gross Salary	Monthly

A. Retirals (Company Contribution)	
5. Provident Fund (PF)	
As per the current rules and regulations governing the Company's PF scheme, the person contributes 12% of the basic salary to the fund and the Company contributes an equivalent amount, as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. In case the basic salary is less than INR 15,000, the contribution shall be INR 1,800.	Monthly
6. Gratuity:	
Gratuity is calculated on (Monthly base salary*15/26). It is payable when a person leaves the services of the Company after completion of a minimum of 5 years up to a maximum of INR 10,00,000 as per the Payment of Gratuity Act, 1972.	As per gratuity guidelines.

The above stated elements of compensation are taxable as per applicable Income Tax Laws.

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Benefits	Frequency of Payment/ Claim
1. Group Medical Insurance	
This is a group medical insurance cover for PFSweb employees during their employment with PFSweb with a total floating medical cover of INR 5,00,000 per family. For more information, please read through the details available on the PFSweb's Sharepoint Portal.	Annual
2. Group Life Insurance	
Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her tenure of employment with PFSweb, the insurance company shall pay 4 times the Current compensation of the employee. For more information, please read through the details available on the PFSweb's Sharepoint portal.	Annual
3. Group Personal Accident Insurance	
Group Personal Accident Insurance is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into disablement, employee is covered upto a limit of 2 times the Current Compensation of the employee. For more information, please read through the details available on the PFSweb's Sharepoint portal.	Annual

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Annexure "C":

**Documents to be submitted prior to joining for Background Check purpose
(Scanned format required):**

Scanned Documents Required:

1. ID & Address proof for current & permanent address. (Aadhaar Card is Mandatory)
2. PAN Card (Mandatory)
3. Passport.
4. Last 3 months pay-slip.
5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
6. Mark sheets from 10th standard to Degree & PG.
7. 1 Passport size photo.

Please send us a scan copy of the above original documents in JPEG format within 10 working days from the date of offer and carry the Originals of the same for verification on your joining date.

Please Note: If you "**DO NOT**" have the PAN card, immediately apply for it, by logging on to the below link <https://tin.tin.nsdl.com/pan/index.html>

Note: Any delays in submitting the PAN details will lead to delay in processing your salary.

Documents Clause:

Within 30 days from your date of joining you shall have to submit all the pending documents else company has all the rights to decide on continuation of our employment.

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Annexure:

(A) Appearance and Dress Code Guidelines:

The purpose is to provide general guidelines to ensure a consistent and professional dress code that leads to business like appearance. All employees are expected to follow the standards mentioned above and inculcate this as self-discipline to better our Company image and present oneself professionally to our colleagues, visitors, suppliers and the public in general.

Monday to Thursday – Employees are expected in Business Formals

1) Personal Appearance – Illustrative list of expected standards.

Acceptable standards

- (1.1) Hair should be clean, combed, and neatly trimmed or arranged
- (1.2) Beards, mustaches should preferably be short and neatly trimmed
- (1.3) Fingernails are to be short and clean; Women should manicure nails, avoid loud color

Unacceptable standards

- (1.4) Visible tattoos
- (1.5) Visible piercings, other than on the ears. For women, nose piercing is acceptable.
- (1.6) Excessive body odour, Bad breath
- (1.7) Shaggy, untidy hair is not permissible regardless of length.

(2) Dress code – Illustrative list of expected standards.

Acceptable standards

- (2.1) Smart casual – casual but smart (step up from business casual, but not as dressy as Formal work attire)
- (2.2) Business casual – Clothing ornamented with logos only when these logos are appropriate, e.g. PFSW Company logos
- (2.3) Business formal – Formal shirts (no round neck), Trousers, skirts, Sarees and Salwar-suits
- (2.4) Semi formal – Full suit with vest optional, Tie.

Unacceptable standards

- (2.5) Athletic clothing, singlets, shorts of any length, floaters, hats.
- (2.6) Any shirt containing potentially offensive words, terms, logos, pictures, cartoons, or slogans.
- (2.7) Weekend wear or party wear such as spaghetti/tank tops etc
- (2.8) Ripped, torn, dirty jeans.

Friday – Employees may opt to come in Business Casual.

Men can wear jeans, Collared T-Shirts and sports shoes. Flip-flops, floaters, sandals are not acceptable.

Women can wear jeans, casual shirts, tops. Party wear saree / top, flashy jewellery, capris, and flip-flops are not acceptable.

The above-mentioned terms of your offer letter will not be considered to be changed/ deemed to be changed unless they are communicated to you in writing by authorized signatories of the Company.

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The above-mentioned terms of your offer letter will not be considered to be changed/ deemed to be changed unless they are communicated to you in writing by authorized signatories of the Company.

We look forward to you joining us at an early date.

Thanking you,

Nagaraj Dhirendra Petkar
Director of Shared Services - India

Offer Accepted: _____

Date: _____



Offer: Computer Consultancy
Ref: TCSL/DT20142452488/Pune
Date: 31/01/2018

Ms. MAHESH REDDY C.V
D/o C.Gurunath Reddy,FLAT No.114,NORTH WING(WEST)
Srinivasa Residency, Sai Jyothi Nagar,
Tirupathi,Chittoor(D),
Andhra Pradesh.

Dear MAHESH REDDY C.V,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **`3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential

TCSL/DT201DT2014247586542452478

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyam Nagar, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `9,700/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `3,880/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of `800/- per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for `6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of `500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of `2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of `4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be `550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `5,000/-per insured person and hospitalisation expenses up to `95,000/- per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for `7,00,000/-as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you *There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Mahesh reddy.c.v
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy
Ref: TCSL/DT20142452488/Pune
Date: 31/01/2018

Ms. REDDY SANDEEP.M
D/o M.SUDHAKAR REDDY,FLAT No.125,NORTH WING(EAST)
Sangeetha Residency, Balaji colony,
Tirupathi,Chittoor(D),
Andhra Pradesh.

Dear, REDDY SANDEEP.M

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **`3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential

TCSL/DT201DT2014247586542452478

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

(Niyam Naka, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India)

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `9,700/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `3,880/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of `800/- per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for `6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of `500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of `2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of `4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be `550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `5,000/-per insured person and hospitalisation expenses up to `95,000/- per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for `7,00,000/-as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you *There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Reddy Sandeep.M
Designation	Assistant System Engineer-Trainee
Institute Name	Others

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Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
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* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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Component Category	Monthly	Annual
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Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
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GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

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Date: 17.03.2018

Dear Lokesh K ,

With reference to the discussion we had with you, we, on behalf of UniTechTransfer GmbH-German centre for Automation and Robotics, Germany, are pleased to offer you the position of "Development Engineer" and invite you to join UniTechTransfer family.

Your cost to the company (CTC) would be 6,00,000 rupees (6 Lakh) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies and as applicable from time to time.

Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for 3 months. You will abide by the rules and regulations of the company as maybe in force from time to time.

We expect you to join on 01 July 2018 in line with discussion with you. You need to complete 2 months of training (online) by September 2018. We shall start the online training from June last week or July 1st week. Once you finish the online training, we shall allot the work location. (Chennai, Bangalore, Vizag)

Job Description:

- Design, build, test and maintain scalable and stable off the shelf application or custom built technology solutions to meet business needs. Act as a subject matter expert for Application Software developers and Engineers.
- Contribute to the entire implementation process including driving the definition of improvements based on business need and architectural improvements
- Create/Write new program modules and maintain them to support Enterprise applications. Analyze, review and modify existing code modules.
- Write and maintain scripts to create new reports.
- Follow and maintain enterprise source code versioning.
- Conduct root cause analysis and advanced performance tuning for complex business processes and functionality.

The company looks for a long time association with all its employees and expects the same from you. Again, congratulations and welcome to the (UniTechTransfer GmbH) family.

Thanking You,


(Sandeep Rao)

Human Resources

www.unitechtransfer.com



Date: 17.03.2018

Dear Manoj kumar .G,

With reference to the discussion we had with you, we, on behalf of UniTechTransfer GmbH-German centre for Automation and Robotics, Germany, are pleased to offer you the position of "Development Engineer" and invite you to join UniTechTransfer family.

Your cost to the company (CTC) would be 6,00,000 rupees (6 Lakh) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies and as applicable from time to time.

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- Write and maintain scripts to create new reports.
- Follow and maintain enterprise source code versioning.
- Conduct root cause analysis and advanced performance tuning for complex business processes and functionality.

The company looks for a long time association with all its employees and expects the same from you. Again, congratulations and welcome to the (UniTechTransfer GmbH) family.

Thanking You,


(Sandeep Rao)

Human Resources

www.unitechtransfer.com



Date: 17.03.2018

Dear Nandhini.M,

With reference to the discussion we had with you, we, on behalf of UniTechTransfer GmbH-German centre for Automation and Robotics, Germany, are pleased to offer you the position of "Development Engineer" and invite you to join UniTechTransfer family.

Your cost to the company (CTC) would be 6,00,000 rupees (6 Lakh) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies and as applicable from time to time.

Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for 3 months. You will abide by the rules and regulations of the company as maybe in force from time to time.

We expect you to join on 01 July 2018 in line with discussion with you. You need to complete 2 months of training (online) by September 2018. We shall start the online training from June last week or July 1st week. Once you finish the online training, we shall allot the work location. (Chennai, Bangalore, Vizag)

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- Follow and maintain enterprise source code versioning.
- Conduct root cause analysis and advanced performance tuning for complex business processes and functionality.

The company looks for a long time association with all its employees and expects the same from you. Again, congratulations and welcome to the (UniTechTransfer GmbH) family.

Thanking You,


(Sandeep Rao)

Human Resources

www.unitechtransfer.com

Date: 27th Feb 2018

Name: V DHANESH

Address: Sidharth Institute of Engineering and Technology;Puttur.

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as “_Customer Support representative” (CRO) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining**, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be **172020/-_ p.a. (Rupees One Lakh seventy two thousand twenty only)**. You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your Appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions Ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

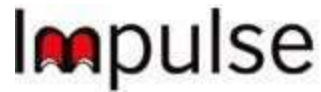
Signature of Candidate: _____

Date:27th Feb 2018

Place: Puttur

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

- a) Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets, etc. pls. refer attachment)
- b) Certificates / testimonials of your past experience, including certificate from your last employer, if applicable.**
- c) Marks cards of your Degree / Diploma, SSLC, PUC etc.**
- d) 8 passport size color photographs, for our records.**
- e) Address Proof**
- f) One set of photo copy of all your documents.(Add:-HGS Chambers behind RNS Motors GB Palya Hosur Road Bangalore-560068**



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi Y TIRUMALA REDDY,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

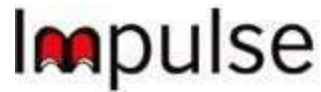
We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India



[On Board Confirmation Offer Letter]

IMPULSE EXCEL SOFTWARE

Hi J. VENKATA SIVA KUMAR,

We are pleased to inform you that after careful consideration, Impulse Excel Software Pvt. Ltd. have decided to extend this offer of employment. This decision is made in part, on the information provided by you in your resume submitted to us.

We are pleased to confirm offer of employment to you as a **“Software Trainee”** to join at the earliest (DOJ Will be Confirmed Shortly).

Your appointment is subjected to submission of the following documents.

- 1) Permanent and Temporary address proof of your residence.
- 2) Relieving letter from previous employer.(If any)
- 3) All the experience certificates claimed in your latest resume.
- 4) Photo copies of all your educational qualifications.
- 5) Latest salary slips of your previous employer (If any)
- 6) Passport Photos, PAN Card Number
- 7) Any Photo Identification card

We hope you accept this offer and look forward to your coming on board. Could you please send your confirmation mail on this regard.

This is for your information and requests you to send the Joining Confirmation mail at the earliest.

B. VISWANATH | HR Manager – IMPULSE EXCEL

T: +91 1147287766 | hr4impulse@.com

IMPULSE EXCEL | www.impulseexcel.com India

RefNo:8KM/IR-SD/14122017

14th December,2017

To

VijayaSree K,
D.No:5-55, Ayyappa Swamy Street,
Pakala,
Chittoor,
Andhra Pradesh-517112.
E-mail ID: **vijayasreecse540@gmail.com**

Dear **VijayaSree,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Devika M,
D.No:20-5-13/2A, Sri Sai Nagar, S G Colony,
Tirupati,
Chittoor,
Andhra Pradesh-517501.
E-mail ID: **devikamudigolam15@gmail.com**

Dear **Devika,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Divya K,
D.No:1-325/19,Lakshmi Nagar Colony,
Puttur,
Chittoor,
Andhra Pradesh-517583.
E-mail ID: kdivya744@gmail.com

Dear Divya,

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Gayathri P,
Lakkaraju Mitta (V),Ella Samudram,
Alapakam (P),
Vijayapuram (M),
Chittoor,
Andhra Pradesh-517591.
E-mail ID: 521gayathrip@gmail.com

Dear **Gayathri,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Hemalatha J,
D.No:2-55, Bestha Street,
Puttur,
Chittoor,
Andhra Pradesh-517583.
E-mail ID: twinklehema19@gmail.com

Dear **Hemalatha,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Navitha Y,
D.No:2-12, Main Road, Gandlapenta(M&P),
Anantapur,
Chittoor,
Andhra Pradesh-517521.
E-mail ID: navitha2181@gmail.com

Dear **Navitha,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Siva Kumar Naik M,
D.No:1/03, B.K.Thanda (V),
Kotakada Palli(P), Y.V.Palem (M),
Chittoor,
Andhra Pradesh-517194.
E-mail ID: sivakumarnaikm@gmail.com

Dear **Siva,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Suresh D,
D.No:1/141, S R Nagar,
Nagari,
Chittoor,
Andhra Pradesh-517590.
E-mail ID: ksuresh2310@gmail.com

Dear **Suresh,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

RefNo:8KM/IR-SD/14122017

14th December,2017

To

Ramya P,
D.No:1-70A, Bajana Street,
Kakavedu (V & P), Nagari,
Chittoor,
Andhra Pradesh-517590.
E-mail ID: ramyapadharthi@gmail.com

Dear **Ramya,**

Congratulations! Further to your application for employment with 8K Miles Software Services Ltd, here in referred to as "Company", and the subsequent selection process, we express our intent to offer you the Role of "**Associate - Cloud**".

The location of reporting and training will be **Chennai, India**. The date of your joining will be on or before **18th December, 2017**

Your Total Gross Salary as applicable has been detailed in the **Annexure B** to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with 8k Miles as per the attachment to this letter. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The duration of the training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company, which may be subject to changes from time to time.

The terms of this indent to offer letter shall remain confidential and are not to be disclosed to any third party.

This indent to offer letter is the final agreement between employee and 8K Miles and supersedes all other discussions done orally or through email.

If there is no response from your side within 5 working days the offer becomes invalid.

Welcome to 8k Miles. We wish you along, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

For 8KMiles Software Services Ltd.

R. S. Ramani

Director

Encl.: Annexure A,B,C,D to the indent to offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this indent to offer letter and the **Annexure A** to the same.

Place: _____

Employee Full Name: _____

Date: _____

Employee Signature: _____

June 6, 2018

Dear Shaik MD Taheer,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Shaik MD Taheer,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

29-Jun-2018

Dear Ashwini Jayaram,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Ashwini Jayaram	Designation:	Programmer Analyst Trainee
-------	-----------------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Letter of Intent

24 February 2018

Babitha

Siddharth Institute of Engineering & Technology
Chittoor

Dear **Babitha**,

We are pleased to inform you that you have been provisionally short-listed for employment as “**Trainee**”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

June 6, 2018

Dear Bala Srinivas,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Bala Srinivas,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

29-Jun-2018

Dear Bharath,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Bharath	Designation:	Programmer Analyst Trainee
-------	---------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



Offer: Computer Consultancy
Ref: TCSL/DT20184319866/Bangalore
Date: 23/06/2018

Ms. Bharathi
3-1-DPolireddy Gari Palli, Anumpalli.,
Sibyala,
Rayachoti-516269,
Andhrapradesh.
Tel# -9703582330

Dear Bharathi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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1

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Bharathi
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

29-Jun-2018

Dear Bhavitha,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Bhavitha	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

June 6, 2018

Dear Bindhu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Bindhu,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear **Mr. JAGADEESH.B**

Conlatigratuons! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **ALTA IT SOLUTIONS** and look forward to working with you.

As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS

BANGALORE



Date - May 31, 2018

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block,
Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Lisha Sree A,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [06G]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality, and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.



Manyata Embassy Business Park,
G2 Block,
Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
[http://www-07.ibm.com/in/
careers/](http://www-07.ibm.com/in/careers/)

Dear Lisha Sree A,

We are pleased to offer you the position of Associate System Engineer, in band [06G] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 11, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to docsjoin@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.

IBM
CONFIDENTIAL
ANNEXURE A

DATE:	May 31, 2018	DESIGNATION:	Associate System Engineer
NAME:	Lisha Sree A	BAND:	06G

Compensation Components	IBM Offer (in INR)
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

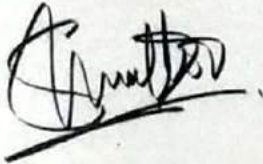
OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediciam Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage.

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory
Director - Talent Acquisition ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

_____ PRINTED NAME
_____ DATE OF JOINING
_____ DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING

SPECIALIST) SIGNATURE

_____ PRINTED NAME
_____ DATE



Offer: Computer Consultancy
Ref: TCSL/DT20183493555/Bangalore
Date: 14/04/2018

Mr. Praneeth D
D-No 123-3, Kappala Street, Neerugaltuvari palli(P), Madanapalli,
Chittoor-517325,
Andhra Pradesh.
Tel# 91-9505553849

Dear Praneeth D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20183493555

1

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20183493554/Bangalore
Date: 14/04/2018

Mr. Pavan Kumar Reddy B
D-No 2/69, Chinnarampadu(V), Obulavari Palli(M),
Kadapa -516115,
Andhra Pradesh.
Tel# 91-9652502795

Dear Pavan Kumar Reddy B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **`3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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TCS Confidential
TCSL/DT20183493554

1

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20183493556/Bangalore
Date: 14/04/2018

Mr. Sheik Nadeem Ahmad
D-No 6-4-424, Beside Masjid, Gali Street, Tirupati,
Chittoor-517501,
Andhra Pradesh.
Tel# 91-8686692921

Dear Sheik Nadeem Ahmad,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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TCS Confidential
TCSL/DT20183493556

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20183493553/Bangalore
Date: 14/04/2018

Mr. Ganesh C
D-No 5/510, Prasanthi Nagar, Rajampet,
Kadapa-516115,
Andhra Pradesh.
Tel# 91-9542136074

Dear Ganesh C,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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TCS Confidential
TCSL/DT20183493553

1

TATA CONSULTANCY SERVICES

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear Ms. **KEERTHANA.V**

Congratulations! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **ALTA IT SOLUTIONS** and look forward to working with you.

As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS

BANGALORE



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear Ms. MUNESWARI .G

Congratulations! We are pleased to confirm that you have been selected to work for ALTA IT SOLUTIONS. We are delighted to make you the following job offer.

The position we are offering you is that of ANDROID DEVELOPER at a **monthly salary** of 30000 with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by September **19th 2018** to indicate your acceptance of this offer.

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As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS BANGALORE



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARANATAKA
560082

01-08-2018

Dear Ms. POOJA.G

Congratulations! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

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As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS

BANGALORE



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear Mr. SUNIL KUMAR.K

Congratulations! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

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As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS BANGALORE



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear Mr. SASHI KUMAR.T

Congratulations! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

- Benefits for the position include: Casual Leave of 12 days per annum

We would like you to start work on **August 16th 2018** at 10am. Please report to **Dimple Pippalla** on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **ALTA IT SOLUTIONS** and look forward to working with you.

As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS BANGALORE



ALTA IT SOLUTIONS

Salahunse, Kaggalipura Village
Kanakapura Main Road,
Bengaluru,
KARNATAKA
560082

01-08-2018

Dear **Mr. JAGADEESH.B**

Conlatigratuons! We are pleased to confirm that you have been selected to work for **ALTA IT SOLUTIONS**. We are delighted to make you the following job offer.

The position we are offering you is that of **ANDROID DEVELOPER** at a **monthly salary of 30000** with an **ANNUAL CTC 3,60,000**. This position reports to Managing Director, Rajesh Kumar Damarapati. Your working hours will be from 9AM to 6PM, Monday to Friday Week Days.

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Please sign the enclosed copy of this letter and return it to me by **September 19th 2018** to indicate your acceptance of this offer.

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As discussed, please help us with your documents ASAP.

Please look at below mentioned documents attach it and send them back to me

ALTA IT SOLUTIONS

BANGALORE

29-Jun-2018

Dear Chaitanya Varma,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Chaitanya Varma	Designation:	Programmer Analyst Trainee
-------	-----------------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

29-Jun-2018

Dear Chaitanya,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Chaitanya	Designation:	Programmer Analyst Trainee
-------	-----------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

June 6, 2018

Dear Chandana Sree,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Chandana Sree,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Chandrakanth,

Syntellect ID: SBE1923147

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

June 6, 2018

Dear Chenchu Reddy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Chenchu Reddy,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Devendra,

Syntellect ID: SBE1923146

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Eashwari Supraja,

Syntellect ID: SBE1923148

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

June 6, 2018

Dear Ganesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Ganesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

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We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Letter of Intent

24 February 2018

Gayathri

Siddharth Institute of Engineering & Technology
Chittoor

Dear **Gayathri**,

We are pleased to inform you that you have been provisionally short-listed for employment as “**Trainee**”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

24 February 2018

Haritha

Siddharth Institute of Engineering & Technology
Chittoor

Dear **Haritha**,

We are pleased to inform you that you have been provisionally short-listed for employment as “**Trainee**”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

29-Jun-2018

Hema Bindu,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Hema Bindu	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Letter of Intent

24 February 2018

Jeevan

Siddharth Institute of Engineering & Technology
Chittoor

Dear Jeevan,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

24 February 2018

Jhansi

Siddharth Institute of Engineering & Technology
Chittoor

Dear Jhansi,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

KOKILA,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	KOKILA	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000 or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.

29-Jun-2018

Lakshmi Prasanna,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Lakshmi Prasanna	Designation:	Programmer Analyst Trainee
-------	------------------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
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5	Company's contribution of PF #	1800	21,600
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2. Redefine your salary structure within prescribed guidelines
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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

June 6, 2018

Dear Latha Sree,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Latha Sree,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

M.LOKESH,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	M.LOKESH	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000 or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

P.LOKESH,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	P.LOKESH	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000 or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

MANIKANTA,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	MANIKANTA	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

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More information on the benefits and allowances:

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Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.



Offer: Computer Consultancy
Ref: TCSL/DT20184319874/Bangalore
Date: 23/06/2018

Mr. Manoj Kumar Reddy
5-16 Tampa Palli, Andhrapradesh.
Tel# -9298742330

Dear Manoj Kumar Reddy,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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TCSL/DT20184319866

3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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4

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Manoj Kumar Reddy
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Mounika Reddy,

Syntellect ID: SBE1923144

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

June 6, 2018

Dear Muni Lakshmi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Muni Lakshmi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Letter of Intent

24 February 2018

Nandhini

Siddharth Institute of Engineering & Technology
Chittoor

Dear Nandhini,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

June 6, 2018

Dear Pavan Kumar Reddy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Pavan Kumar Reddy,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

29-Jun-2018

Dear Pravallika,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Pravalikka	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Letter of Intent

24 February 2018

Rajeswari

Siddharth Institute of Engineering & Technology
Chittoor

Dear Rajeswari,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



Offer: Computer Consultancy
Ref: TCSL/DT20184319877/Bangalore
Date: 23/06/2018

Mr. Ranjith Reddy
5-D Tadepalligudem,
Andhrapradesh.
Tel# -9235682330

Dear Ranjith Reddy,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

TCSL Confidential

TCSL/DT20184319866

3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

TCS Confidential

TCSL/DT20184319866

4

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Ranjith Reddy
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy
Ref: TCSL/DT20184319866/Bangalore
Date: 23/06/2018

Ms. Saranya
1-2-2, Babu Sapalya,
Guntur,
Andhrapradesh.
Tel# -8457985124

Dear Saranya,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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1

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Saranya
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

SASHI KUMAR,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	SASHI KUMAR	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company (A+B)		3,00,000.00
----------------------------------	--	--------------------

More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000 or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.

June 6, 2018

Dear Shaik MD Taheer,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Shaik MD Taheer,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

29-Jun-2018

Shaik Riyaz,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Shaik Riyaz	Designation:	Programmer Analyst Trainee
-------	-------------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

29-Jun-2018

Shaik Riyaz,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Shaik Riyaz	Designation:	Programmer Analyst Trainee
-------	-------------	--------------	----------------------------

Sl. No.	Description	Monthly	Yearly
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29-Jun-2018

Sharmila,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Sharmila	Designation:	Programmer Analyst Trainee
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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

June 6, 2018

Dear Srimanth,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Srimanth,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Letter of Intent

24 February 2018

Sunaini

Siddharth Institute of Engineering & Technology
Chittoor

Dear Sunaini,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

24 February 2018

Supriya

Siddharth Institute of Engineering & Technology
Chittoor

Dear Supriya,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Supriya,

Syntellect ID: SBE1923145

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

29-Jun-2018

Dear Tejashwar Reddy,
B.Tech/B.E., Computer Science & Engineering
Siddharth Institute of Engineering and Technology

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Tejashwar Reddy	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		353,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		376,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		401,991

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Letter of Intent

24 February 2018

Tejashwini

Siddharth Institute of Engineering & Technology
Chittoor

Dear Tejashwini,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



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(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

June 6, 2018

Dear Tharun Kumar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.06 21:14:50 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

June 6, 2018

Dear Tharun Kumar,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2018**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

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The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Venkatesh,

Syntellect ID: SBE1923146

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature



Offer: Computer Consultancy
Ref: TCSL/DT20184319881/Bangalore
Date: 23/06/2018

Mr. Venu
20A Paidem Palli, Andhrapradesh.
Tel# -8484742330

Dear Venu,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Venu
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

CDS/HR/TR/OL/2017-09

Confidential

Date: 22nd Sep 2017

Dear

VIJAYA KUMAR,

Subject: Trainee Software Developer Offer Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st October 2017 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6 month Training period, during which your role will be "Trainee Software Developer". Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as "Trainee Software Developer" will be confirmed effective **21st March 2018.**
3. Your performance will be assessed at the end of 6th month (March 2018) and 12th month (September 2018) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st October 2017 will be 2 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2.6 years (30 Months) from the date of completion of the initial 6 months training. This period will be termed as "Compulsory Period".
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.
7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual)

leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply.

8. Once you complete 6 months, you will be a full time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.
11. **Mandatory Documents to carry on the day of joining:**
 - a. Educational Qualification Certifications – Starting from 10th, 12th and Graduation.
 - b. Copy of Passport.
 - c. Copy of PAN Card.
 - d. Copy of Aadhar card.
 - e. 2 Passport sized photographs for your Dossier and Identity Card.

Please carry all the original documents for the verification along with the photo copies of the same.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited

Signature of Employee
Assistant Manager - HR

ANNEXURE-A

Compensation Package:

Name	VIJAYA KUMAR	
Designation	Trainee Software Developer	
Department	Integrations	
Date of Joining	1st OCTOBER 2017	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance(HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000 or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance is provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.

Intent to Offer**This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Vijaya Kumari,

Syntellect ID: SBE1923147

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna

Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature



Offer: Computer Consultancy
Ref: TCSL/DT20184319866/Bangalore
Date: 23/06/2018

Ms. Vimala
12, Jamal Colony,
Kadappa,
Andhrapradesh.
Tel# -9345985124

Dear Vimala,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184319866

1

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

TCSL Confidential

TCSL/DT20184319866

3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TCSL/DT20184319866

4

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Vimala
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

Letter of Intent

24 February 2018

Yamini

Siddharth Institute of Engineering & Technology
Chittoor

Dear Yamini,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

24 February 2018

Yashwanth

Siddharth Institute of Engineering & Technology
Chittoor

Dear Yashwanth,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

24 February 2018

Yashwanth

Siddharth Institute of Engineering & Technology
Chittoor

Dear Yashwanth,

We are pleased to inform you that you have been provisionally short-listed for employment as “Trainee”.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



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(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



Offer: Computer Consultancy

Ref: TCSL/DT20182469758/

Pune Date: 04/06/2018

Ms. MADHURI.D,
1-1, Velampadu,
Sri Kalahasthi Mandal,
Chittoor District,
Andhra Pradesh.

Dear MADHURI.D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469758

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Madhuri.D
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy

Ref: TCSL/DT20182469756/

Pune Date: 04/06/2018

Ms. PRASANTHI.Y,
16-632(2),
Sriram Nagar Colony,
Srikalahasthi.,
Andhra Pradesh.

Dear PRASANTHI.Y,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TCS Confidential
TCSL/DT20182469756



COMPENSATION and BENEFITS

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The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



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It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Prasanthi.Y
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy

Ref: TCSL/DT20182469763/

Pune Date: 04/06/2018

Mr. RAMESH.HC,
#12/96-B,Hasthi Vari Palli(V),
Lingaraju Palli(P),
Rajampet(M),
Kadapa(D)
Andhra Pradesh.

Dear RAMESH.HC,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469763

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

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However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

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You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

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TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

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The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



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16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



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- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

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We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Ramesh.HC
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

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Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
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Offer: Computer Consultancy

Ref: TCSL/DT20182469768/

Pune Date: 04/06/2018

Mr. RUPESH.A,
2-11,Peta Agraharam
(V),Puthalapattu(M),
Chittoordt -517124

Dear RUPESH.A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469768

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Rupesh.A
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
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Offer: Computer Consultancy
Ref: TCSL/DT20182469763/Pune
Date: 04/06/2018

Mr. VENKAT MOHIT KALYAN.B,
D.NO:7-121/E,
Near Vikuntapuram Arch,
M.R.Palli,Srinagar Colony
Tirupati
Andhra Pradesh.

Dear VENKAT MOHIT KALYAN.B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469777

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

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4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Venkat Mohit Kalyan.B
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy

Ref: TCSL/DT20182469765/

Pune Date: 04/06/2018

Mr. JAGADEESHKUMAR.K,
19-4-1/E,S.T.V Nagar
Tirupathi
Andhra Pradesh.-517501

Dear JAGADEESHKUMAR.K,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469765

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

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Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

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Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Jagadeeshkumar.K
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute of Engineering & Technology

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Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

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<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy
Ref: TCSL/DT20182469755/Pune
Date: 04/06/2018

Ms. JAYANTHI.D,
D. R.KOTTALA(V),
DODAGATTA(POST) ,
RODDAM(MANDAI),
ANANTAPUR(DIST).
Andhra Pradesh.

Dear JAYANTHI.D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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TCSL/DT20182469755



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for **₹6,000/-** per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of **₹500/-** per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of **₹2,880/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of **₹4,950/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be **₹550/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Jayanthi.D
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
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Health Insurance	NA	4,500
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Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
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Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
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Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



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Offer: Computer Consultancy
Ref: TCSL/DT20182469750/Pune
Date: 04/06/2018

Ms. LAVANYA.C,
19-4-381 S.T.V Nagar
Tirupathi Andhra
Pradesh.-517501

Dear LAVANYA.C,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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TCSL/DT20182469750

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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You will be eligible for a conveyance allowance of **₹800/-** per month.

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You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for **₹6,000/-** per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of **₹500/-** per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of **₹2,880/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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2. Quarterly Variable Allowance

Your variable allowance will be **₹550/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

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- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

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- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



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You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Lavanya.C
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499

HRD/3T/18-19/NIOT-168

June 5, 2018

Mr.NAVEEN
Candidate ID: 4247086
S/o SV Govind Raj,
GD Nellore
Chittoor Dist-517125
Andhra Pradesh
Ph: 9052787743

Dear NAVEEN,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **July 25, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/18-19/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated July 25, 2018.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2018 - 2019, his / her leave eligibility would start in quarter three of the financial year 2018 - 2019. For the purpose of leave credit quarter three of the financial year 2018 - 2019 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Nandini

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2018 - 2019):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

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This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infoscion become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017 - 2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. NAVEEN		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS				
BASIC		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)		27,084		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)		26,495		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)		25,906		
OTHER BENEFITS				
<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

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Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. NAVEEN
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)	22,500		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)	22,011		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)	21,522		

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nandini

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the “**National Skills Registry**” that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role”. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.

HRD/3T/18-19/NIOT-168

June 5, 2018

Mr.PAVANKUMAR.K
Candidate ID: 4247095
S/o K.Muni krishna Reddy,
Venkatapuram(Vill),G.D.Nellore
Chittoor Dist
Andhra Pradesh
Ph: 9177595664

Dear PAVANKUMAR.K,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **July 25, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/18-19/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated July 25, 2018.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2018 - 2019, his / her leave eligibility would start in quarter three of the financial year 2018 - 2019. For the purpose of leave credit quarter three of the financial year 2018 - 2019 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

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Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2018 - 2019):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

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This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infoscion become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017 - 2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. PAVANKUMAR.K		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS				
BASIC		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)		27,084		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)		26,495		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)		25,906		
OTHER BENEFITS				
<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

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Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. PAVANKUMAR.K
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)	22,500		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)	22,011		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)	21,522		

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nandini

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

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Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

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It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

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6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the “**National Skills Registry**” that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role”. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.

HRD/3T/18-19/NIOT-168

June 5, 2018

Ms.POOJASREE.N
Candidate ID: 4247098

S/o N.Sreeramulu,
Dreams Avenue Apartment,Tirupati
Chittoor Dist-517501
Andhra Pradesh
Ph: 9505155182

Dear POOJASREE.N,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **July 25, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/18-19/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated July 25, 2018.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2018 - 2019, his / her leave eligibility would start in quarter three of the financial year 2018 - 2019. For the purpose of leave credit quarter three of the financial year 2018 - 2019 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Nandini

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2018 - 2019):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

Nandini

This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infoscion become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017 - 2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

Nandini

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. POOJASREE.N		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS				
BASIC		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)		27,084		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)		26,495		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)		25,906		
OTHER BENEFITS				
<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

Nandini

Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. POOJASREE.N
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)			22,011
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nandini

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role". For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.

HRD/3T/18-19/NIOT-168

June 5, 2018

Mr.NAGENDRA KUMAR
Candidate ID: 4247086
S/o A.Mohan,
SKD Nagar,Tirupathi
Chittoor Dist-517562
Andhra Pradesh
Ph: 8801632029

Dear NAGENDRA KUMAR,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Mysore, India**. The date of your joining would be **July 25, 2018**.

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

**Annexure to your Offer of Employment [HRD/3T/18-19/NIOT-168] as Systems Engineer /
Systems Engineer - Trainee**

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer** in **Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated July 25, 2018.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2018 - 2019, his / her leave eligibility would start in quarter three of the financial year 2018 - 2019. For the purpose of leave credit quarter three of the financial year 2018 - 2019 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Nandini

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit at Infosys. The date of allocation to a Practice Unit will generally be considered as the first day of the subsequent month post completion of applicable training. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Transfer:

Your services can be transferred to any of our Units / Departments situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2018 - 2019):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

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This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infoscion become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017 - 2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. NAGENDRA KUMAR		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS				
BASIC		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)		27,084		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)		26,495		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)		25,906		
OTHER BENEFITS				
<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.				

Nandini

Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)	
NAME	Mr. NAGENDRA KUMAR
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee
1. MONTHLY COMPONENTS	
BASIC	6,420
DEARNNESS ALLOWANCE (DA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + DA)	902
GRATUITY - 4.81% of (Basic + DA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

5. INCENTIVE COMPONENTS	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)	22,500		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)	22,011		
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)	21,522		

OTHER BENEFITS				
Scheme	Eligible Amount in Rs.	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan policy at that time.

Nandini

Annexure III (Non Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Technologies Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role". For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.



Capgemini India Pvt. Ltd.
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100261

Ms. Hemapriya.Y
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Hemapriya,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Hemapriya.Y

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Hemapriya.Y

Date: _____



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Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100274

Mr. Jayaraj.K
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Jayaraj.K,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Jayaraj.K

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Jayaraj.K

Date: _____



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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100264

Ms. Jyothika.K
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Jyothika,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Jyothika.K

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Jyothika.K

Date: _____



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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100269

Ms. Keethana.I
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Keerthana,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Keerthana.I

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Keerthana.I

Date: _____



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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100252

Ms. Madhuri.P
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Madhuri,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Madhuri.P

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Madhuri.P

Date: _____



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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100279

Mr. Manoj Kumar.T
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Manoj Kumar,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Manoj Kumar.T

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Manoj Kumar.T

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100299

Mr. Mohan Kumar.B
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Mohan Kumar,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

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3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Mohan Kumar.B

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Mohan Kumar.B

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100276

Mr. Mohan Kumar.M
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Mohan Kumar,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Mohan Kumar.M

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Mohan Kumar.M

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100267

Ms. Monika.V
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Monika,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Monik.V

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Monika.V

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100288

Mr. Naresh.T
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Naresh,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Naresh.T

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Naresh.T

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100255

Ms. Rehana.D.R
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Rehana,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Rehana.D.R

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Rehana.D.R

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100272

Ms. Rekha.B
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Rekha,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Rekha.B

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Rekha.B

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
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LBS Marg, Vikhroli (West)
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100238

Mr. Sreekanth.G
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Sreekanth.G,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Sreekanth.G

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Sreekanth.G

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100258

Ms. Supriya.T
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Supriya,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Supriya.T

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Supriya.T

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100243

Mr. Surendra.T
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Surendra.T

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Surendra.T

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Surendra.T

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100246

Mr. Udaykumar.D
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Udaykumar.D,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Udaykumar.D

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Udaykumar.D

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100249

Ms. Yaswitha.A
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Yaswitha.A,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Yaswitha.A

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Yaswitha.A

Date: _____



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Godrej & Boyce Compound
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100281

Mr. Balaji Goud.B
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Balaji Goud,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Balaji Goud.B

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Balaji Goud.B

Date: _____



Capgemini India Pvt. Ltd.
Plant 2, Block "C", Godrej IT Park
Godrej & Boyce Compound
LBS Marg, Vikhroli (West)
Mumbai 400 079, India
Tel.: +91.22.6686 0500. Fax: +91.22.6686 0606
www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100222

Ms. Bhargavi.E
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Bhargavi,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Bhargavi.E

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Bhargavi.E

Date: _____



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Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100231

Ms. Bhavitha.P
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Bhavitha,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Bhavitha.P

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Bhavitha.P

Date: _____



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Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100284

Mr. Bhuvanesh.E
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Bhuvanesh,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Bhuvanesh.E

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Bhuvanesh.E

Date: _____



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Plant 2, Block "C", Godrej IT Park
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www.capgemini.com
CIN: U72200MH1992PTC197069

Date: 27-Nov-2017

Ref No: HR/Campus/2018100235

Mr. Dinesh.N
Siddhartha Institute of Engineering and Technology, Tirupathi

Letter of Intent ("LOI")

Dear Dinesh,

With reference to your interview conducted by us at Siddhartha Institute of Engineering and Technology, Tirupathi, we are pleased to inform that you have been shortlisted for the position of **Software Engineer/Analyst** and **A4** with **Capgemini India Private Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact campussupport.ig@capgemini.com.

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Sayyad Asad Kadri

Director - Recruitment

ANNEXURE 1

Dinesh.N

Software Engineer/Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: 'Post training incentive' equivalent of **INR 6,250/- per month (Rupees Six Thousand Two Hundred Fifty per month)** forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Sayyad Asad Kadri
Director – Recruitment

Signature: _____

Candidate Name: Dinesh.P

Date: _____



Offer: Computer Consultancy
Ref: TCSL/DT20182469750/Pune
Date: 04/06/2018

Ms. LAVANYA.C,
19-4-381 S.T.V Nagar
Tirupathi Andhra
Pradesh.-517501

Dear LAVANYA.C,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469750

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Lavanya.C
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy

Ref: TCSL/DT20182469758/

Pune Date: 04/06/2018

Ms. MADHURI.D,
1-1, Velampadu,
Sri Kalahasthi Mandal,
Chittoor District,
Andhra Pradesh.

Dear MADHURI.D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20182469758

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION and BENEFITS

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Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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1. House Rent Allowance (HRA)

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3. Leave Travel Allowance

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Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

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* The above Health Insurance Scheme is subject to revision.



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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.



This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate/Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Madhuri.D
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Offer: Computer Consultancy

Ref: TCSL/DT20182469756/

Pune Date: 04/06/2018

Ms. PRASANTHI.Y,
16-632(2),
Sriram Nagar Colony,
Srikalahasthi.,
Andhra Pradesh.

Dear PRASANTHI.Y,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TCS Confidential
TCSL/DT20182469756



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹9,700/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

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TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

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The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.



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- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

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*If you were employed, a formal release letter from your previous employer

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We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Prasanthi.Y
Designation	Assistant System Engineer-Trainee
Institute Name	Siddharth Institute Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

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1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420



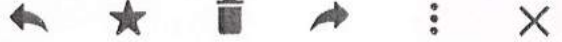
Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



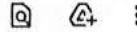
Sampath Sir 1
yesterday at 2:28 PM



12:25

You LTE1 4G 84%

← Offer letter.pdf



State Street HCL Services

State Street HCL Services (India) Private Limited
City - Hyderabad
 Head Office - 118 Suburban, Akash Bhawan, 2nd Floor, Hyderabad, India
 Branch Office - Hyderabad, India
 Branch Office - Bangalore, India
 Branch Office - Chennai, India
 Branch Office - Kolkata, India
 Branch Office - Mumbai, India
 Branch Office - Pune, India
 Branch Office - Thiruvananthapuram, India
 Branch Office - Visakhapatnam, India
 Registered Office - 118 Suburban, Akash Bhawan, 2nd Floor, Hyderabad, India

Date: March 4, 2020

Private & Confidential

RACHARLA VEKKATA SURENDRA REDDY
 H NO 3-26, Main Road, Pettipodu Village,
 Kakhamli,
 Andhra Pradesh,
 India - 518124

Document ID - 6a786d9f-842c-4e94-9bcb-968100a3a8e0

Dear RACHARLA,

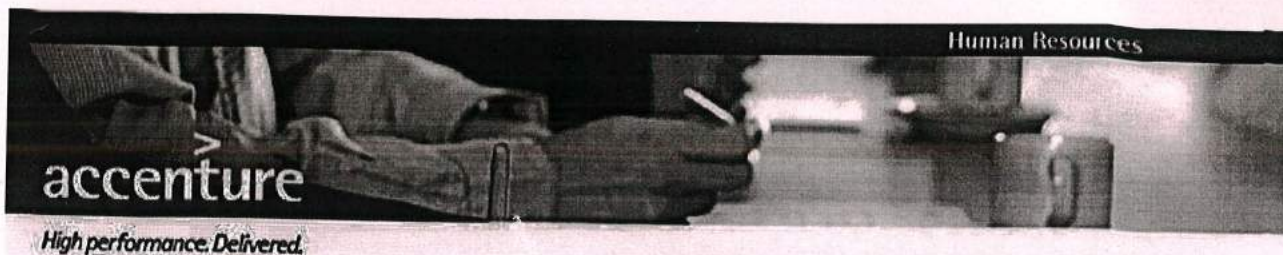
- With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment, with State Street HCL Services (India) Private Limited ("HCL" or "Company") as Senior Analyst. You are required to report on March 5, 2020 at 09:00 AM at the address: State Street HCL Services (India) Private Limited, Chennai-82, 80B2 Sholinganallur 602/3.
- Your annual compensation would be Rs. 390000 per annum as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC structure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference.
- Please note that this offer is valid till 7 days subjected to your offer letter acceptance.
- Your offer is subject to you being medically fit at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

NCL

State Street HCL Services

State Street HCL Services (India) Private Limited
City - Hyderabad
 Head Office - 118 Suburban, Akash Bhawan, 2nd Floor, Hyderabad, India
 Branch Office - Hyderabad, India
 Branch Office - Bangalore, India
 Branch Office - Chennai, India
 Branch Office - Kolkata, India
 Branch Office - Mumbai, India
 Branch Office - Pune, India
 Branch Office - Thiruvananthapuram, India
 Branch Office - Visakhapatnam, India
 Registered Office - 118 Suburban, Akash Bhawan, 2nd Floor, Hyderabad, India





16-Nov-2016

Rajesh Athipeta
C2573479

**Narayana Men's Hostel, Sathya Nagar 1st Street, Ekkatuthangal,
Guldy, Chennai - 32**

Dear **Rajesh**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Services Private Limited (hereinafter referred to as 'the Company' or 'Accenture') in our Accenture Operations Delivery Centers in India, **Chennai**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Transaction Processing New Associate

Career Level- 13

Sublevel-3

Talent Segment- **Business Process Delivery**

Business Deal- **Non Contact Center**

Your annual total cash compensation will be **INR 156263** and will be structured as per the attached Annexure 1 – Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

- Annual fixed compensation of INR 135000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus :In addition to your annual fixed pay, you will be eligible for a Variable Bonus. Variable Bonus is an element of Total cash compensation which is linked to your performance achievement. Your variable bonus earning potential at your career level as part of the FY17 (September 2016 to August 2017) Individual Performance Bonus (IPB) programme can range from **0% to 15.75%** of your annual fixed compensation. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on Variable Bonus programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Variable Bonus programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

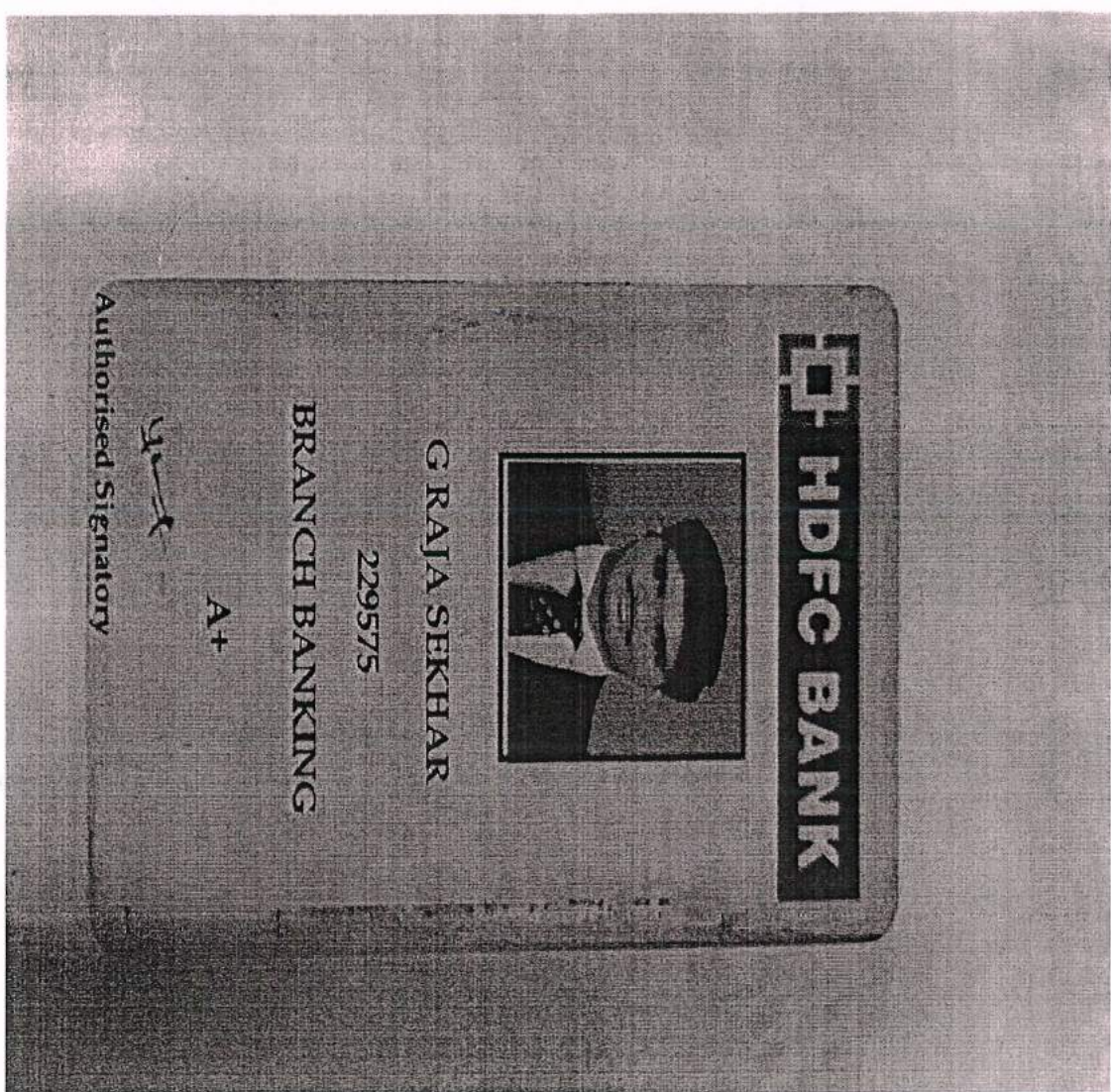
November 2015

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Candidate's Signature _____

Reference Id: 780baeaa-8b7a-4c21-b762-8d331cf88e55_2
Signed By: Ramesh Krishnan Lakshmanan

Sampath Sir 1
yesterday at 2:28 PM



1 of 4



ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand Lights, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

August 01, 2019

A.ROOPINI
14-45/B, Temple Street
Narayanavanam(MD) - 517582
Chittoor (Dt.)

Dear Ms.Roopini,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 August, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

VESTAR

ELTECHAPPLIANCESPRIVATELIMITED

CorporateOffice: SeethakathiBusinessCentreNo.684-690,OfficeNo.3, 9thFloor,
AnnaSalai, Thousand9hts,Chennai-600006.Ph:+914428293065/ 28293066

April01,2019

DearMr.V.SURYA PRAKASH,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 April, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M. Zuddin
Ejazuddin
Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

May 01, 2019

Dear Mr.M.Siva Sankar Reddy,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 May, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

VESTAR

ELTECHAPPLIANCESPRIVATELIMITED

CorporateOffice: SeethakathiBusinessCentreNo.684-690,OfficeNo.3, 9thFloor,
AnnaSalai, Thousand9hts,Chennai-600006.Ph:+914428293065/ 28293066

March 01,2019

DearMr.V.Sunil,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 March , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M. Zuddin
Ejazuddin
Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

April 01, 2019

Dear Mr.Sakthi prasanna,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 April , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

Regd. Office: ETA Star House, New No. 71, Old No. 63, 4th Floor, Sterling Road, Nungambakkam, Chennai - 600 034.

Tel: +91 44 43402345, Fax: +91 44 43402343. Email: info@eltechappliances.com, Web: www.eltechappliances.com, CIN: U40100TN2012PTC084001

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand 9hts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

September 02, 2019

Dear Mr.Ravi Teja,J,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 12 September , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

VESTAR

ELTECHAPPLIANCESPRIVATELIMITED

Corporate Office: Seethakathi Business Centre No.684-690, Office No.3, 9th Floor,
Anna Salai, Thousand Lights, Chennai-600006. Ph:+914428293065 / 28293066

December 02, 2019

Dear Ms. P. Rekha,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 12 December, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M. Ejazuddin
Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand 9hts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

October **01, 2019**

Dear Ms.Roja.C,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 October , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH **APPLIANCES PRIVATE LIMITED,**

M Ejazuddin
Managing Director

Regd. Office: ETA Star House, New No. 71, Old No. 63, 4th Floor, Sterling Road, Nungambakkam, Chennai - 600 034.

Tel: +91 44 43402345, Fax: +91 44 43402343. Email: info@eltechappliances.com, Web: www.eltechappliances.com, CIN: U40100TN2012PTC084001

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

March 02, 2019

Dear Ms.S.Aparna ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 March , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

July 01, 2019

Dear Ms.B.Sowjanya ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 July , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

Regd. Office: ETA Star House, New No. 71, Old No. 63, 4th Floor, Sterling Road, Nungambakkam, Chennai - 600 034.

Tel: +91 44 43402345, Fax: +91 44 43402343. Email: info@eltechappliances.com, Web: www.eltechappliances.com, CIN: U40100TN2012PTC084001

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand 9hts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

April 01, 2019

Dear Mr.K.Chinna Babu ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 April , 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

Regd. Office: ETA Star House, New No. 71, Old No. 63, 4th Floor, Sterling Road, Nungambakkam, Chennai - 600 034.

Tel: +91 44 43402345, Fax: +91 44 43402343. Email: info@eltechappliances.com, Web: www.eltechappliances.com, CIN: U40100TN2012PTC084001

ELTECHAPPLIANCESPRIVATELIMITED

CorporateOffice: SeethakathiBusinessCentreNo.684-690,OfficeNo.3, 9thFloor,
AnnaSalai, Thousand9hts,Chennai-600006.Ph:+914428293065/ 28293066

May01,2019

DearMr.Saikireeti Sarma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 May, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M. Zuddin
Ejazuddin Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

February 01, 2019

Dear Mr.G.Sreenivaslu ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 Feb, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

November **01, 2019**

Dear Mr.Ganesh ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 April, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

ELTECH APPLIANCES PRIVATE LIMITED

Corporate Office: Seethakathi Business Centre No. 684 - 690, Office No. 3, 9th Floor,
Anna Salai, Thousand 9bts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

November **01, 2019**

Dear Mr.N.Dhamu ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of Management Trainee based at Chennai.

You will be paid a gross salary of Rs 3,00,000/- (Rupees Three Lakhs Only) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before 10 November, 2019. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long-term basis.

With best wishes,

For ELTECH APPLIANCES PRIVATE LIMITED,

M Ejazuddin
Managing Director

Regd. Office: ETA Star House, New No. 71, Old No. 63, 4th Floor, Sterling Road, Nungambakkam, Chennai - 600 034.

Tel: +91 44 43402345, Fax: +91 44 43402343. Email: info@eltechappliances.com, Web: www.eltechappliances.com, CIN: U40100TN2012PTC084001

Date : April 1, 2019

Ref No.: SBIGIC/HR/OF/40-21/211

Mr.K.RANJITH KUMAR
Mobile No: 7794961842

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
3. Your initial posting will be in Chittoor under Tirupati. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.

- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in

application form. Please refer to the annexure for the complete list of testimonials.

SBI General Insurance Company Limited

Corporate & Registered Office: 'Natraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 CIN: U66000MH2009PLC190546 I Tel.: +91 22 42412000 I www.sbigeneral.in
Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license I IRDAI Registration Number 144

Date : March 1, 2019

Ref No.: SBIGIC/HR/OF/45-20/924

Mr.Riyaz Ahammad
Mobile No: 9981961878

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
3. Your initial posting will be in Chittoor under Tirupati. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in

application form. Please refer to the annexure for the complete list of testimonials.

SBI General Insurance Company Limited

Corporate & Registered Office: 'Natraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 | CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in
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Date : December 2, 2019
Ref No.: SBIGIC/HR/OF/35-50/824

Mr. DONTI REDDY ALEKHYA
Mobile No: 9985761878

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
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i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.

ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in

application form. Please refer to the annexure for the complete list of testimonials.

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Date :October1,2019
RefNo.:SBIGIC/HR/OF/25-53/266

Mr.B.GANAPATHI
MobileNo:7799361868

OfferLetter:

With referenceto your recent interview withus, wearepleased to offer you thepositionof **Business Development Executive - Bancassurance in the grade of Executive** in SBIGeneralInsuranceCo.Ltd.You will be reportingtotheTerritory SalesManager-Bancassurance. You will be on probation for a period of six months. Your confirmationin theservice of theCompany will be subject to your successfully completing yourprobation.

2. During the period of your probation and upon any subsequent confirmation,yourremuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing yourservices. The components of this all-in cost to company can be analyzed in more detailwithyoutopriortocommencementofyourprobationaryperiodofemployment.
3. Yourinitialposting willbeinChittoorunderTirupati. However,thecompanyreserves the right to utilize your services at any other place within or outside thecountry.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completionoffollowingformalities:

i. Actual production of Relieving letter or acceptance of resignation letter fromyourcurrent employer.

ii. Actual production of original documents and certificates regarding educationalqualifications,workexperience,remuneration,identityandreferences,deta iledin

applicationform.Pleaserefertotheannexureforthe completelistoftestimonials.

SBIGeneralInsuranceCompanyLimited

Corporate&RegisteredOffice: 'Natraj',301,JunctionofWesternExpressHighway&Andheri-KurlaRoad,
Andheri(E),Mumbai-400069ICIN:U66000MH2009PLC190546I Tel.:+912242412000I www.sbigeneral.in

RegodisplayedbelongstoStateBankofIndiaandisusedbySBIGeneralInsuranceCo.Ltd.underlicenseIIRDAI

RegistrationNumber144

Date : April 1, 2019
Ref No.: SBIGIC/HR/OF/15-23/552

Ms. RUPASREE
Mobile No: 9985222720

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
3. Your initial posting will be in Chittoor under Tirupati. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:
 - i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in

application form. Please refer to the annexure for the complete list of testimonials.

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Date : April 1, 2019

Ref No.: SBIGIC/HR/OF/15-23/552

Mr.Sivakumar
Mobile No: 9985222720

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
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Date : February 1, 2019
Ref No.: SBIGIC/HR/OF/16-73/851

Mr. B.BHANU
PRAKASH
Mobile No: 7799222720

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
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 - i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

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EMPLOYMENT OFFER LETTER

Date : August 1, 2019
 Ref No.: SBIGIC/HR/OF/34-65/772

Capgemini Ref: 1810630 /252644,
 01/10/2019,
 B.Ayesha
 chemmanchery,
 Chennai ,Tamil Nadu,
 India.

Mr. B DINEESH
 [[JOB_APPLICATION_CUSTOM74]],
 Mobile No: 9160282464

Confidential

Offer Letter:

Dear B.Ayesha, With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive in SBI General Insurance Co. Ltd.** Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited (Capgemini of Company) starting from 02/06/2019 (or such other date as may be communicated to you by the Company), as per details given below. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months.

Your confirmation in the service of the Company will be subject to your successfully completing the probation period.

- A) Your compensation will be Probation Associate /A3
2. During the period of your probation and upon any subsequent confirmation, you will be required to work at the Company's offices in location Chennai your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be cost to company basis on a cost to company (CTC) for only your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis in arrears. The Company shall deduct provisions of the final income tax to the company can be analyzed in more detail with you prior to commencement of your probationary period of employment.

The breakup of your all-inclusive annual target compensation is as follows:

3. Your initial posting will be in Chittoor under Tirupati. However, the company reserves the right to utilize your services at any other place within or outside the country.

The breakup of your all-inclusive annual target compensation is as follows:

4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in

Page 3 of 23

application form. Please refer to the annexure for the complete list of testimonials.

BI General Insurance Company Limited

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Date : May 1, 2019

Ref No.: SBIGIC/HR/OF/34-65/772

Mr. M.SAMBASIVA
Mobile No: 9560282462

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.300000/- (Rupees Three Lakhs only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
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 - i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

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Date : November 2, 2019
Ref No.: SBIGIC/HR/OF/54-55/876

Mr.T.DHARANIKUAMAR
Mobile No: 9160282462

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

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Date : March 2, 2019

Ref No.: SBIGIC/HR/OF/54-55/876

Mr.P.AMRUTH
Mobile No: 9160282462

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

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CGI Information Systems and Management Consultants Pvt. Ltd.
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Electronic City, Phase I (West)
Bangalore - 560 100, India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
February 1, 2019

Mr.G.Devaprasad
BTM layout 1st stage
Bangalore 560068

Dear **Devaprasad**

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 480,000/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy



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Bangalore - 560 100, India
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cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
April 1, 2019

Mr.SAYED HAJIFAJARULLA
BTM layout 1st stage
Bangalore 560068

Dear Sayed Hajifajarulla

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 480,000/-**

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CIN: U72200KA1990PTC019138

Personal and Confidential

July 1, 2019

Ms.CHAVADI.SOWMYA
BTM layout 3st stage
Bangalore 560068

Dear Sowmya

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 480,000/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
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cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential

August 1, 2019

Mr.M.VIJAYKUMAR
BTM layout 3st stage
Bangalore 560068

Dear Vijaykumar

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 480,000/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

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- You will be eligible for a performance revision as per company policy



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Electronic City, Phase I (West)
Bangalore - 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200
cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
November 2, 2019

Mr.U.B.YUVARAJ
BTM layout 3st stage
Bangalore 560068

Dear Yuvaraj

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 480,000/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

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- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
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cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
October 1, 2019

Mr.K.SHIVA ASHISH
BTM layout 3st stage
Bangalore 560068

Dear, Shiva Ashish

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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CIN: U72200KA1990PTC019138

Personal and Confidential

August 1, 2019

Mr.C.VEDAVATHI
BTM layout 3st stage
Bangalore 560068

Dear, Vedavathi

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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CIN: U72200KA1990PTC019138

Personal and Confidential
October 1, 2019

Mr.E.VAMSIKRISHNA
BTM layout 1st stage
Bangalore 560068

Dear, **Vamsikrishna**

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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Personal and Confidential
August 1, 2019

Mr.C.ASHOK
BTM layout 2st stage
Bangalore 560068

Dear, Ashok

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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CIN: U72200KA1990PTC019138

Personal and Confidential

August 1, 2019

Mr.M.K.VIJAYA SEKHAR
BTM layout 2st stage
Bangalore 560068

Dear, Vijaya Sekhar

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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CIN: U72200KA1990PTC019138

Personal and Confidential
june 1,2019

Mr.VAMSIKRISHNA
BTM layout 2st stage
Bangalore 560068

Dear,Vamsikrishna

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cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
June 1,2019

Ms.K.KRANTHI
BTM layout 1st stage
Bangalore 560068

Dear,**Kranthi**

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

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Inbox 543

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Updates 3,290

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photos **Promotions** 2,168

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Fwd: P.Naresh Kumar Joining Intimation - Reg

P.Naresh Kumar

<Nareshkumar95@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr P. **P.Naresh Kumar**

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to offer you a position in the Seed Sales Department as a "Seed Sales Officer" and you have to report from the mentioned address for joining formalities followed by Induction program. Please attend to all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Fwd: S.Parasuram Joining Intimation - Reg

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Forums 11

Personal
Promotions 2,168

photos

More

S.Parasuram

<parasuran.s@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr S.Parasuram

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to offer you a position in our Seed Sales Department as a "Seed Sales Officer" and you have to report for mentioned address for joining formalities followed by Induction for all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

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Personal 11

Photos 2,168

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Fwd: G.Muralikrishna Joining Intimation - Reg

G.Muralikrishna

<muralikrishna.007@gmail.com>to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.G.Muralikrishna

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to inform you that you have been selected for the post of Seed Sales Officer in the Seed Sales Department as a "Seed Sales Officer" and you have to report for mentioned address for joining formalities followed by Induction for all the particulars listed below without fail.

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Fwd: S.V.MadhuSudhanJoining Intimation - Reg

S.V.Madhausudhan

<madhausudhan@gmail.com>to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.S.V.Madhasudha

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasur Department as a "Seed Sales Officer" and you have to report for mentioned address for joining formalities followed by Induction pr all the particulars listed below without fail.

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Fwd: G.Latha Joining Intimation - Reg

G.Latha

<latha.008@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.G.Latha

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to offer you a position in our Department as a "Seed Sales Officer" and you have to report from the mentioned address for joining formalities followed by Induction program. Please attend all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Fwd: G.Nagaraju Joining Intimation - Reg

Inbox 543

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G.Nagaraju

<nagaraju@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.G.Nagaraju

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleaur Department as a "Seed Sales Officer" and you have to report for mentioned address for joining formalities followed by Induction pr all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Forums 11

Personal Promotions 2,168

photos

More

Fwd: M.Nagamani Joining Intimation - Rec

M.Nagamani

<nagamani.898@gmail.com>to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.M.Nagamani

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasu
Department as a "Seed Sales Officer" and you have to report fo
mentioned address for joining formalities followed by Induction p
all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Forums 11

Personal
Promotions 2,168

photos

More

Fwd: K.S.Malar Joining Intimation - Reg

K.S.Malar

<malar.ks@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Ms.K.S.Malar

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasur Department as a "Seed Sales Officer" and you have to report for mentioned address for joining formalities followed by Induction pr all the particulars listed below without fail.

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C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
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Compose

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Personal **Forums** 11

photos **Promotions** 2,168

More

Fwd: N.Madhavaram Joining Intimation - Reg

N.Madhavaram

<madhavaram.07@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.N.Madhavaram

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to offer you a position in our Seed Sales Department as a "Seed Sales Officer" and you have to report from the mentioned address for joining formalities followed by Induction program. Kindly attend to all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Personal 11

Forums photos Promotions 2,168

More

Fwd: P.Mallikarjuna Joining Intimation - Reg

P.Mallikarjuna

<mallikarjuna@gmail.com> to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.P.Mallikarjuna

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to inform you that you have been selected for the Department as a "Seed Sales Officer" and you have to report for the mentioned address for joining formalities followed by Induction program. Please attend to all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Compose

Inbox 543

Starred

Snoozed

Important

Chats Sent

Drafts 173

Categories

Social 7,048

Updates 3,290

Forums 11

Personal Promotions 2,168

photos

More

Fwd: R.Monisha Joining Intimation - Reg

R.Monisha

<monisha.79@gmail.com>to me

Sent from my iPhone

Begin forwarded message:

Dear Mr.R.Monisha

Greetings from C P Aquaculture (India) Pvt Ltd.,!!!

With reference to our interview, Herewith we are in great pleasure to offer you a position in our HR Department as a "Seed Sales Officer" and you have to report from the mentioned address for joining formalities followed by Induction program. Please attend all the particulars listed below without fail.

Address:

C P Aquaculture (India) Private Limited.,
104 GNT Road Nallur & Vijayanallur,
Sholavaram Post, Chennai - 600067

Ms. P. Bhargavi

Sub: Offer letter for the Position of Trainee – Support Engineer

Dear Ms. Bhargavi,

We have pleasure in informing you that further to your discussions and review for a career opportunity in our company '**Cryptograph Technologies Private Limited**', we are pleased to put forth this offer for the position of '**Trainee – Support Engineer**' in **Chennai**.

You are entitled for an amount of **Rs. 240,000(Two Lakhs Forty Thousand Only) P.A** as 'Cost to the company' for your services.

During the course of your employment with the Company, the Company shall, whenever is desirous of doing so, place you on deputation to any of our 'Client Companies'. During such deputation periods your reporting authority and your duties and responsibilities shall be defined separately.

We request you to sign a copy of this letter as an indication of your acceptance to the offer and return the same to us. This offer will stand withdrawn if you are unable to join us on or before **July 30th, 2018**. We are confident that you will find our innovative business approach and a vibrant working environment beneficial to grow professionally and individually.

We welcome you to '**Cryptograph Technologies**' and look forward to a mutually beneficial long-term relationship.

Please submit the following documents on the date of joining/by mail:

1. Copies of all Educational Qualification Certificates with Mark sheets (10th, Inter, Degree and PG etc.)
2. Relieving / Experience / Offer letters from previous employment and proof of identity of the work experience from all the previous organizations.
3. Three month's salary slip/salary certificate from previous employer.
4. ID Proof (Pan Card/Voter ID/ Adhar card/ Driving License).
5. Passport Copy/ Applied for passport acknowledgment Copy- **Mandatory**
6. Address Proof (Ration card/Passport/ Telephone bill/ electricity bill).
7. 3 Passport Size Photographs

We assume that all the information furnished by you during the recruitment process is true and correct. Cryptograph Technologies Private Limited has the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information.

All the Best!

Ms. M. Jahnavi

Sub: Offer letter for the Position of Trainee – Support Engineer

Dear Ms. Jahnavi,

We have pleasure in informing you that further to your discussions and review for a career opportunity in our company '**Cryptograph Technologies Private Limited**', we are pleased to put forth this offer for the position of '**Trainee – Support Engineer**' in **Chennai**.

You are entitled for an amount of **Rs. 240,000(Two Lakhs Forty Thousand Only) P.A** as 'Cost to the company' for your services.

During the course of your employment with the Company, the Company shall, whenever is desirous of doing so, place you on deputation to any of our 'Client Companies'. During such deputation periods your reporting authority and your duties and responsibilities shall be defined separately.

We request you to sign a copy of this letter as an indication of your acceptance to the offer and return the same to us. This offer will stand withdrawn if you are unable to join us on or before **July 30th, 2018**. We are confident that you will find our innovative business approach and a vibrant working environment beneficial to grow professionally and individually.

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3. Three month's salary slip/salary certificate from previous employer.
4. ID Proof (Pan Card/Voter ID/ Adhar card/ Driving License).
5. Passport Copy/ Applied for passport acknowledgment Copy- **Mandatory**
6. Address Proof (Ration card/Passport/ Telephone bill/ electricity bill).
7. 3 Passport Size Photographs

We assume that all the information furnished by you during the recruitment process is true and correct. Cryptograph Technologies Private Limited has the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information.

All the Best!

Ms. J K Lavanya

Sub: Offer letter for the Position of Trainee – Support Engineer

Dear Ms. J K Lavanya,

We have pleasure in informing you that further to your discussions and review for a career opportunity in our company '**Cryptograph Technologies Private Limited**', we are pleased to put forth this offer for the position of '**Trainee – Support Engineer**' in **Chennai**.

You are entitled for an amount of **Rs. 240,000(Two Lakhs Forty Thousand Only) P.A** as 'Cost to the company' for your services.

During the course of your employment with the Company, the Company shall, whenever is desirous of doing so, place you on deputation to any of our 'Client Companies'. During such deputation periods your reporting authority and your duties and responsibilities shall be defined separately.

We request you to sign a copy of this letter as an indication of your acceptance to the offer and return the same to us. This offer will stand withdrawn if you are unable to join us on or before **July 30th, 2018**. We are confident that you will find our innovative business approach and a vibrant working environment beneficial to grow professionally and individually.

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2. Relieving / Experience / Offer letters from previous employment and proof of identity of the work experience from all the previous organizations.
3. Three month's salary slip/salary certificate from previous employer.
4. ID Proof (Pan Card/Voter ID/ Adhar card/ Driving License).
5. Passport Copy/ Applied for passport acknowledgment Copy- **Mandatory**
6. Address Proof (Ration card/Passport/ Telephone bill/ electricity bill).
7. 3 Passport Size Photographs

We assume that all the information furnished by you during the recruitment process is true and correct. Cryptograph Technologies Private Limited has the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information.

All the Best!

Mr. Y Suresh

Sub: Offer letter for the Position of Trainee – Support Engineer

Dear Mr. Y Suresh,

We have pleasure in informing you that further to your discussions and review for a career opportunity in our company '**Cryptograph Technologies Private Limited**', we are pleased to put forth this offer for the position of '**Trainee – Support Engineer**' in **Chennai**.

You are entitled for an amount of **Rs. 240,000(Two Lakhs Forty Thousand Only) P.A** as 'Cost to the company' for your services.

During the course of your employment with the Company, the Company shall, whenever is desirous of doing so, place you on deputation to any of our 'Client Companies'. During such deputation periods your reporting authority and your duties and responsibilities shall be defined separately.

We request you to sign a copy of this letter as an indication of your acceptance to the offer and return the same to us. This offer will stand withdrawn if you are unable to join us on or before **July 30th, 2018**. We are confident that you will find our innovative business approach and a vibrant working environment beneficial to grow professionally and individually.

We welcome you to '**Cryptograph Technologies**' and look forward to a mutually beneficial long-term relationship.

Please submit the following documents on the date of joining/by mail:

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2. Relieving / Experience / Offer letters from previous employment and proof of identity of the work experience from all the previous organizations.
3. Three month's salary slip/salary certificate from previous employer.
4. ID Proof (Pan Card/Voter ID/ Adhar card/ Driving License).
5. Passport Copy/ Applied for passport acknowledgment Copy- **Mandatory**
6. Address Proof (Ration card/Passport/ Telephone bill/ electricity bill).
7. 3 Passport Size Photographs

We assume that all the information furnished by you during the recruitment process is true and correct. Cryptograph Technologies Private Limited has the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information.

All the Best!

Mr. T Vijay

Sub: Offer letter for the Position of Trainee – Support Engineer

Dear Mr. T Vijay,

We have pleasure in informing you that further to your discussions and review for a career opportunity in our company '**Cryptograph Technologies Private Limited**', we are pleased to put forth this offer for the position of '**Trainee – Support Engineer**' in **Chennai**.

You are entitled for an amount of **Rs. 240,000(Two Lakhs Forty Thousand Only) P.A** as 'Cost to the company' for your services.

During the course of your employment with the Company, the Company shall, whenever is desirous of doing so, place you on deputation to any of our 'Client Companies'. During such deputation periods your reporting authority and your duties and responsibilities shall be defined separately.

We request you to sign a copy of this letter as an indication of your acceptance to the offer and return the same to us. This offer will stand withdrawn if you are unable to join us on or before **July 30th, 2018**. We are confident that you will find our innovative business approach and a vibrant working environment beneficial to grow professionally and individually.

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3. Three month's salary slip/salary certificate from previous employer.
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5. Passport Copy/ Applied for passport acknowledgment Copy- **Mandatory**
6. Address Proof (Ration card/Passport/ Telephone bill/ electricity bill).
7. 3 Passport Size Photographs

We assume that all the information furnished by you during the recruitment process is true and correct. Cryptograph Technologies Private Limited has the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information.

All the Best!



PRIVATE AND CONFIDENTIAL**9 September 2018****K Balaji,
Mosque Street,
Chittoor,
Andhra Pradesh,
India.****Dear K Balaji,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of **Trainee Associate Software Eng**, in **Band 5** and **Level 1** with our organisation. The gross compensation will be **INR 250000 /-** (**Two lakhs fifty thousand rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

Mphasis Limited

Registered office: Bagmane World Technology Centre, Marathahalli Outer Ring road, Doddanakhundi Village, Mahadevapura , Bangalore 560048, India T:
+91 080 3352 5000 | F: +91 080 6695 9943
CIN:L30007KA1992PLC025294

PRIVATE AND CONFIDENTIAL

9 September 2018

**B Likitha,
S R Puram,
Chittoor,
Andhra Pradesh,
India.**

Dear **B Likitha**,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of **Trainee Associate Software Eng**, in **Band 5** and **Level 1** with our organisation. The gross compensation will be **INR 250000 /-** (**Two lakhs fifty thousand rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

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CIN:L30007KA1992PLC025294

PRIVATE AND CONFIDENTIAL

9 September 2018

D Mounika,
G D Nellore,
Chittoor,
Andhra Pradesh,
India.

Dear D Mounika,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of **Trainee Associate Software Eng**, in **Band 5** and **Level 1** with our organisation. The gross compensation will be **INR 250000 /-** (**Two lakhs fifty thousand rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

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CIN:L30007KA1992PLC025294

PRIVATE AND CONFIDENTIAL

9 September 2018

S Saikumar,
K T Road,
Tirupati, Chittoor,
Andhra Pradesh,
India.

Dear S Saikumar,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of **Trainee Associate Software Eng**, in **Band 5** and **Level 1** with our organisation. The gross compensation will be **INR 250000 /-** (**Two lakhs fifty thousand rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

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- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

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CIN:L30007KA1992PLC025294

PPD offer - Database Programmer - Bangalore

From: **ShwethaKeshavamurthy** <Shwetha.Keshavamurthy@ppdi.com>

Date: Tue 19 Jun, 2018, 4:42 PM

Subject: PPD offer - Database Programmer - Bangalore

To: chanduchowdaryp4@gmail.com <chanduchowdaryp4@gmail.com>

Dear Chandu,

I would like to thank you very much for taking the time to meet with our Managers and Recruitment team recently. I am pleased to confirm that we would like to make an offer to you to join PPD as “**Database Programmer I**” in the Data Management department in Bengaluru. We look forward to you being part of our team and being able to offer you greater scope of work responsibilities and a chance to work with multiple sponsors across many different therapeutic areas and phases, thus enhancing your career prospects.

PPD's Offer:

CTC/Salary: **INR 350000 per annum**

Start Date: **2nd - July-2018**

Note: Food card can be either INR 1100 or INR 2200 and PF can be either 12% of your basic or minimum of INR 1800. Please confirm me on the option you would like to opt.

I look forward to hearing back from you on your thoughts and decision. Please note, to reply to me by tomorrow 1:00 pm. Please ensure you reply prior to this time with your acceptance, or questions.

Upon acceptance, please provide the following information below so we can issue your Letter of Offer and Contract on email, which will take up to 3 days to arrive.

Salutation	
First Name	
Middle Name	
Last/Family Name	
Start date	
Postal Address	
Email Address	
PAN card # and Aadhar #	

This offer is subject to satisfactory background checks of your previous employment and educational certifications. Also note post your acceptance our service provider HireRight will contact you for background verification.

Please note: the offer is valid only if you join us by /on 2nd July 2018 and not later than that.

Also, we would like to hear back from you on your overall interview experience. Please take time to click the link below and provide your inputs.

<https://survey001.ppdi.com/f/132956/9aa3/>

Attn: Please let us know if you are member of an Institutional Review Board/Independent Ethics Committee (IRB/IEC) or Industry Advisory Board or if you are related to any of the current PPD employee

Best Regards,

ShwethaKeshavamurthy

Senior Corporate Recruiter
Human Resources

Email: Shwetha.Keshavamurthy@ppdi.com

Phone +91 8042548738

www.ppdi.com
PPD
Prestige Technology Park
Marathalli
Bengaluru

[Early Development](#) | [Clinical Development](#) | [Laboratories](#) | [Post-Approval](#) | [Consulting](#)

This email transmission and any documents, files or previous email messages attached to it may contain information that is confidential or legally privileged.

If you are not the intended recipient or a person responsible for delivering this transmission to the intended recipient, you are hereby notified that you must not read this transmission and that any disclosure, copying, printing, distribution or use of this transmission is strictly prohibited. If you have received this transmission in error, please immediately notify the sender by telephone or return email and delete the original transmission and its attachments without reading or saving in any manner.

Attachments area

CTC Break down		
Monthly		
Basic		15,222
House Rent Allowance (HRA)		6,076
Conveyance Allowance		1,600
Bouquet of Allowance		1,277
Special Allowance	27	
Leave Travel Allowance (LTA)	-	
Medical Reimbursement	1,250	
Total Gross Salary p.m		24,175
Meal Allowance-Meal Card	1,100	
Total Gross Salary including Meal Allowance		25,275
Annual Retirals		30,382
PF PPD contribution		21,600
Gratuity		8,782
Diwali Bonus		16,322
Total Annual costs excluding Gratuity		3,41,218
Total Annual costs including Gratuity		3,50,000

19 March. 2020

To,

Mr. Chandrasekhar P
#8-494, Krishnapuram
Renigunta Mandalam
Chittoor-517619

Dear Chandrasekhar,

We are pleased to appoint you as "**Associate Technical**" with Valuepoint Techsol Private Limited subject to the following terms and conditions:

1. **LOCATION:** You will be presently based at **Bangalore**.

Note: You will be required to travel to customer locations or other office locations based on the business needs and requirements.

2. **DATE OF JOINING:** Your date of joining with the Company is **19th March 2020**

3. **PROBATION**

3.1 You will be on probation for 12 (Twelve) months from the date of joining. Based on your satisfactory performance, your services will be confirmed only by issuance of a letter to you to that effect by the Company. The Company may at its sole discretion extend or reduce the period of probation. In any event, the total period of probation, including the period of extended probation, shall not exceed 12 (Twelve) Months.

3.2 **Resignation:** During the course of probation, if you want to leave the services of the Company, you shall give the Company one month's notice in advance or at the Company's option one month's basic salary in lieu thereof. Notice period may be waived at the discretion of the Company. In any case, Management reserves the right to amend/modify/change any of the above clauses and conditions.

3.3 **Termination:** During the course of probation, your services may be terminated at any point of time during or on the expiry of the probationary period without notice by the company. The reasons for termination could be performance, behaviour or such acts which are against the policies, process or Culture of the organization. The company is not liable to compensate during such events. In any case, Management reserves the right to amend/modify/change any of the above clauses and conditions.

3.4 You will be considered as a Confirmed or Permanent employee of the company, only after the satisfactory completion of your probation period. You will be issued with the confirmation letter in writing for the same from the Management.

Annexure -1

CTC Pay Per Month	VPS Offered CTC
Basic	14,000
House Rent Allowance	5,600
Attendance Bonus	1,500
Performance Bonus	26,075
Statutory Bonus	2,000
Variable	0
Total - A (Gross)	49,175
Standard Deductions	
Employee contribution PF	1680
Professional Tax	200
Mediclaime & Personal accident	0
Employee contribution towards ESI	0
Income Tax (If applicable)	0
Total - B	1,880
Total - Take home (A-B)	47,295
Other Benefits	
Employer contribution of Provident Fund	1821
Employer State Insurance (ESI)	0
Gratuity	673
Total - C	2,494
CTC Pay Per Month	51,669
Fixed Pay Per Annum	620,034
Variable Pay Per Annum	
Total Cost To The Company (CTC)	620,034
Travel Conveyance	As per company norms
Mobile Conveyance	As per company norms

Accepted

Employee Name -----

Employee Signature -----

Date -----



Date: 24 June 2019

Kota Surya

Sub: Offer Letter

Dear Kota,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a job with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining.

Designation	: SENORSOFTWARE ENGINEER
Annual CTC	: Rs. 650400 /-
Date of Joining	: 25 June 2019
Place of Posting	: Wipro Technologies Chennai

You are required to report to work at the above mentioned date of joining and location on or before **09:00 AM**, failing which this offer will stand automatically withdrawn. **We are providing this Offer Letter, however, if your Background Verification Report is red, then this Offer shall be withdrawn.**

In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of **30 days** from the date of acceptance of resignation.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

Welcome Aboard in Pyramid team

Sincerely,

For Pyramid IT Consulting Pvt. Ltd.



Anurag Juyal
Associate General Manager – HR

Accepted & Agreed

Kota Surya
Date:

On joining the Company, you are required to furnish the following documents to the HR Department:
Please send us the scanned copy of these documents.

- Birth certificate
- Education mark sheet / Degree or provisional certificate for Bachelor & PG degree.
- Scan copy of relieving / experience letter (All previous employer)
- Address proof, photo ID proof & PAN Card
- For current employment latest month's Salary Slip.

Tel.: +91 120-3883400 | Fax: +91 120-3883499 | www.pyramidci.com | E mail: info@pyramidconsultinginc.com

IT Staffing | Project Solutions | Business Process Solutions | Document Management Solutions | Workflow Management Systems

Pyramid IT Consulting Pvt. Ltd.

Regd. Office: 2F, Elegance Tower, Jasola District Centre, Old Mathura Road, New Delhi - 110025
Corporate Office: D-25 & 26, Sector-63 Noida-201301 | CIN No: U72200DL2002PTC118146

SALARY ANNEXURE

Full Name	Kota Surya	
Designation	SENIOR SOFTWARE ENGINEER	
Date of Joining	25 June 2019	
SALARY COMPOSITION	MONTHLY (Rs.)	YEARLY (Rs.)
ENTITLEMENTS		
BASIC SALARY	27100	325200
HOUSE RENT ALLOWANCE	13550	162600
SPECIAL ALLOWANCE	10449	125388
BONUS	-	-
GROSS SALARY	51099	613188
DEDUCTION		
ESI CONTRIBUTION - EMPLOYEE	-	-
EMPLOYEE CONTRIBUTION - PF	1800	21600
LWF DEDUCTION-EMPLOYEE	-	-
NET SALARY	49299	591588
CTC DETAILS		
GROSS SALARY	51099	613188
ESI CONTRIBUTION – EMPLOYER	-	-
EMPLOYER CONTRIBUTION - PF	1800	21600
LWF DEDUCTION-EMPLOYER	-	-
GRATUITY	1301	15612
COST TO COMPANY	54200	650400

The above salary components are subject to company policy and are effective while you are in India. The components of India salary applicable while on overseas assignment will stand revised effective the date of relocation. The above salary annexure is a proposed distribution of salary components and it may vary due to revision/amendments in statutory requirements as applicable at the date of joining. The other terms and conditions of your service remain unchanged. Please note that your compensation structure is personal to you and you are requested not to share details of the same with others.



Anurag Juyal

Associate General Manager – HR

Kota Surya

SENIOR SOFTWARE ENGINEER