



August 22, 2019

ARUN KUMAR.P  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear ARUN KUMAR.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 1st October, 2019. 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 I 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 I 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 1st October, 2019 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 blue 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 blue 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 22, 2019

BHARATH KUMAR.P  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear BHARATH KUMAR.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 1st October, 2019. 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 I 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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For DND Global Technology & Solutions

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

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August 22, 2019

BHASKAR MONICA  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear BHASKAR MONICA,

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 1st October, 2019. 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 I 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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For DND Global Technology & Solutions

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

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August 22, 2019

BHASKAR POOJITHA  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear BHASKAR POOJITHA,

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

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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

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

CHANDRASEKHAR.A  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear CHANDRASEKHAR.A,

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

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For DND Global Technology & Solutions

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

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August 22, 2019

CHERISHMA.K  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear CHERISHMA.K,

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

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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

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**K S S L Reddy**  
**Director - Human Resources**

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**Nagabhushana Geedhara**  
**CEO**

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

VENKATESWARLU.E  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear VENKATESWARLU.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 1st October, 2019. 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 I 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

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

VISHNU VARDHAN REDDY.K  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear VISHNU VARDHAN REDDY.K,

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

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**Yours sincerely,**

For DND Global Technology & Solutions

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**K S S L Reddy**  
**Director - Human Resources**

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**Nagabhushana Geedhara**  
**CEO**

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

YAGNA.T N  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear YAGNA.T N,

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**Yours sincerely,**

For DND Global Technology & Solutions

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**K S S L Reddy**  
**Director - Human Resources**

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**Nagabhushana Geedhara**  
**CEO**

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

K. GANESH CHANDRA  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear K. GANESH CHANDRA,

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

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**Yours sincerely,**

For DND Global Technology & Solutions

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**K S S L Reddy**  
Director - Human Resources

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**Nagabhushana Geedhara**  
CEO

ENCL.-

**TERMS AND CONDITIONS OF CONTRACT**  
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August 22, 2019

HARISH. E  
Clo Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam , Puttur - 517581

Subject: Offer of Apprenticeship with DND Global Technology & Solutions

Dear HARISH. E,

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

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For DND Global Technology & Solutions

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**Director - Human Resources**

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**Nagabhushana Geedhara**  
**CEO**

ENCL.-

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**SIDDHARTH GROUP OF  
INSTITUTIONS**

Dear Santosh,

Greetings from Hocon Technologies...!!

On behalf of Hocon Technologies India Pvt Ltd, I am delighted to inform you that we have shortlisted the below candidates:

- |               |            |
|---------------|------------|
| 1. LAVANYA. M | 16F65A0106 |
| 2. MURALI. P  | 16F65A0115 |

We will also update the candidates individually, and ask them to report to our office at Bangalore. And we will be issuing the offer letters in hand to the people who walks in to our office for reporting.

Reporting date will be announced once Karnataka government lifts off lock-down caused by spread of Corona Virus.



**Thanks & Regards**

VAMSI KRISHNA K C

Address: Landmark - Next to SBI Bank, No 30 & 31 2nd Floor, Kothnur

Main Rd, B.K Circle, 8th Phase, J. P. Nagar,

Bengaluru, Karnataka 560078

Cell: 078295 60078

Website: [www.hocon-tecindia.com](http://www.hocon-tecindia.com)

Email: [info@hocon-techinida.com](mailto:info@hocon-techinida.com)



**[Private and Confidential]**

**Offer Letter**

**22/05/2021**

DEAR **UMAMAHESWARI.B,**

It is my pleasure to extend the following offer of employment to you on **Consolidated Construction Consortium Pvt Ltd.** and your joining date is **15/06/2021**

You are appointed to the position of **Trainee Engineer** and in this capacity, you will report directly to HRD CCC Pvt. Ltd your CTC will be 1.8 Lakhs (Rs. one Lakh and eighty thousand) per annum during probation period which is of Three 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 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 Trainee 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.

**With Regards**  
**Campus Initiative Cell**  
**Consolidated Construction Consortium Services Pvt Ltd.**  
[www.cclindia.com](http://www.cclindia.com)



**[Private and Confidential]**

**Offer Letter**

**22/05/2021**

**DEAR CHANDRA.C,**

It is my pleasure to extend the following offer of employment to you on **Consolidated Construction Consortium Pvt Ltd.** and your joining date is **15/06/2021**

You are appointed to the position of **Trainee Engineer** and in this capacity, you will report directly to HRD CCC Pvt. Ltd your CTC will be 1.8 Lakhs (Rs. one Lakh and eighty thousand) per annum during probation period which is of Three months then salary is bound to hike depend on the performance. .

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**With Regards**  
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**Consolidated Construction Consortium Services Pvt Ltd.**  
[www.cclindia.com](http://www.cclindia.com)



**[Private and Confidential]**

**Offer Letter**

**22/05/2021**

DEAR **MANASA.V. N,**

It is my pleasure to extend the following offer of employment to you on **Consolidated Construction Consortium Pvt Ltd.** and your joining date is **15/06/2021**

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**With Regards**  
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**Consolidated Construction Consortium Services Pvt Ltd.**  
[www.cclindia.com](http://www.cclindia.com)



**[Private and Confidential]**

**Offer Letter**

**22/05/2021**

**DEAR PRASANNA KUMARI.D,**

It is my pleasure to extend the following offer of employment to you on **Consolidated Construction Consortium Pvt Ltd.** and your joining date is **15/06/2021**

You are appointed to the position of **Trainee Engineer** and in this capacity, you will report directly to HRD CCC Pvt. Ltd your CTC will be 1.8 Lakhs (Rs. one Lakh and eighty thousand) per annum during probation period which is of Three months then salary is bound to hike depend on the performance. .

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**With Regards**  
**Campus Initiative Cell**  
**Consolidated Construction Consortium Services Pvt Ltd.**  
[www.cclindia.com](http://www.cclindia.com)





**[Private and Confidential]**

**Offer Letter**

**22/05/2021**

DEAR **MURALI.G**

It is my pleasure to extend the following offer of employment to you on **Consolidated Construction Consortium Pvt Ltd.** and your joining date is **15/06/2021**

You are appointed to the position of **Trainee Engineer** and in this capacity, you will report directly to HRD CCC Pvt. Ltd your CTC will be 1.8 Lakhs (Rs. one Lakh and eighty thousand) per annum during probation period which is of Three months then salary is bound to hike depend on the performance. .

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**With Regards**  
**Campus Initiative Cell**  
**Consolidated Construction Consortium Services Pvt Ltd.**  
[www.ccclindia.com](http://www.ccclindia.com)



**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear TEJA KUMAR. R,

Delighted to appoint you for the position of **Trainee Engineer** with **N.S Engineering**. Your Reporting will be on or before **15<sup>nd</sup> July 2019**. Before that you have to undergo the training session and get qualify. The terms and conditions of the employment agreement between you and N.S Engineering that governs the basis of our mutual relationship are outlined below.

### 1. Remuneration

Your annual remuneration has been set as Rs.1.65,000/-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 all so be entitled to insurance cover.

### 3. Probation

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**N.S Engineering Pvt. Ltd**

B-28, BHEL Ancillary Industrial Estate, Ramachandrapuram, Hyderabad, Telangana 502032

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 here in 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 with 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.

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- b) If your actions at anytime constitute a serious of 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 paid 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 back ground 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 · 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.

**N.S Engineering Pvt. Ltd**

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear MUNEENDRA. V,

Delighted to appoint you for the position of **Trainee Engineer** with **N.S Engineering**. Your Reporting will be on or before **15<sup>nd</sup> July 2019**. Before that you have to undergo the training session and get qualify. The terms and conditions of the employment agreement between you and N.S Engineering that governs the basis of our mutual relationship are outlined below.

### 1. Remuneration

Your annual remuneration has been set as Rs.1.65,000/-Per annum, total cost to the company. The detailed break-up will be attached to your Appointment Letter in Annexure-A.

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear NAGENDRA BABU. C,

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear SARATHBABU. K,

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear SUNIL KUMAR. E,

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear THARUNKUMAR. P,

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**N.S ENGINEERING**  
COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear PRASAD. M,

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COMPANY PRIVATE LIMITED

## OFFER LETTER

10-June-2019

Dear CHERAN TEJA. K,

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Dear PRATHYUSHA.Y,

05-JUNE-2019

Candidate Code: 34653

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

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Regards

Campus Initiative Cell

Subhagruha Projects Ltd.

[www. Subhagruha.com](http://www.Subhagruha.com)



Dear RAMA KRISHNA.I,

05-JUNE-2019

Candidate Code: 34653

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PROJECTS (INDIA) PVT. LTD.

అందమైన ఉపాకు... పొందికైన రూపం.

Dear SHAIK SHAFIULLA,

05-JUNE-2019

Candidate Code: 34653

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05-JUNE-2019

Candidate Code: 34653

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Dear VENKATARAMI REDDY.Y,

05-JUNE-2019

Candidate Code: 34653

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Dear HEMANTH KUMAR . D,

05-JUNE-2019

Candidate Code: 34653

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Dear KIRAN KUMAR REDDY. V,

05-JUNE-2019

Candidate Code: 34653

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Dear MAHESH.KALLURUPALLI,

05-JUNE-2019

Candidate Code: 34653

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Dear PRASANTH.M,

05-JUNE-2019

Candidate Code: 34653

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Dear PAVAN KUMAR.V,

05-JUNE-2019

Candidate Code: 34653

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Dear PURUSHOTHAM REDDY.K,

05-JUNE-2019

Candidate Code: 34653

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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-Aug-2019.

Please note, Subhagruha reserves the rights to withdraw/cancel the offer at its discretion and without any liability in the events 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)



ME/HR/1453

Date: 15-April-2019

To

Ms. ARIFFA.R  
Siddharth Institute of Engineering and Technology  
Email: [ariffarahiman@gmail.com](mailto:ariffarahiman@gmail.com)  
Contact No: 8184989356

Subject: **Offer Letter for the post of “ Jr Associate - Project Management/ Conventional Steel Detailing”**

Dear Ms. ARIFFA.R

Congratulations...You are going to be part of Milekal Family...

We are delighted to extend this offer of employment for the position of **“ Jr Associate - Project Management/ Conventional Steel Detailing”** with Milekal Engineering Private Limited in India. Your initial appointment shall commence after successful completion of your internshiRp.

Your terms of employment, role & responsibility, salary package will be intimated after the successful completion of Internship, as illustrated in Annexure.

Kindly send self-attested scan copy of below listed documents for verification purpose.

Resume  
Educational certificates  
ID Proof & Address Proof  
4 Passport size Colour Photograph

Please note that this offer is valid subject to your written confirmation within seven working days from above mentioned date.

Wishing you the very best.

Yours very truly,  
For **Milekal Engineering Private Limited**



**HR Team**

## Annexure

### Milekal Internship Cum Employment Terms & Conditions

#### Terms & Conditions –

Your active Service Period<sup>#</sup> shall be minimum 3 years with Milekal inclusive of 6 months of Internship.

You shall be placed at our Hyderabad office during the period of internship with entitlement of stipend of INR 5,000/M.

Salary will be decided based on performance measurement & value addition throughout internship period, Milekal shall fix the salary based on your training outcome and participation level in range of **INR 1.8 to 2.4 LPA** exclusive of stay bonus amount.

Apart from salary you are eligible for Stay bonus amounting INR 5,000/M. It is an integral part of productive relation between employee & employer & it implies for the post internship period of 2.5 years during the 3 years' service agreement period (exclusion of 6 months Internship).

Stay bonus amount shall be awarded in three equal components. Stay bonus for 1<sup>st</sup> 10 months of employment shall be awarded on completion of active service period of 36 months, for the next 10 months shall be awarded on completion of 42 months & for remaining 10 months stay bonus shall be awarded on completion of 48 months of service, respectively.

You shall be eligible for appraisal process from the starting date of your employment as per standard procedure of organization.

# – Service Period = Internship Period (6 months) + Employment Period (30 months)

#### Internship Curriculum –

Internship modules includes **American Construction Standards, Statutory Norms, Codal Provision; Concept of Detailing Practices; Depiction of Design Drawing & International Project Execution through 3DSoftware Tool (SDS/2 or Tekla)** and aim to achieve expertise on following particulars of different standards & systems:

Structural Elements & Components.	American Institute of Steel Construction (AISC)
Grids & Structural Wireframe.	National Institute of Steel Detailing (NISD)
Advance Bill of Material & Procurement List.	Research Council for Structural Connections (RCSC)
Coordination Parameters for Joist & Deck.	American Welding Society (AWS)
Design Criteria & Connection Methodology.	The Society for Protective Coatings (SSPC)
Steel to Steel Connection.	American Society for Testing Materials (ASTM)
Steel to Concrete Connection.	Occupational Safety and Health Administration (OSHA)
Construction Safety Obligation.	Steel Deck Institute (SDI)
Surface Preparation & Protection.	Steel Joist Institute (SJI)
Project Life Cycle Concept.	
Part, Shop & Field Drawings.	
Industry standards & Parameters.	

ME/HR/1454

Date: 15-April-2019

To

Mr. MAHESH.KONETI  
Siddharth Institute of Engineering and Technology  
Email: [Koneti.mahesh700@gmail.com](mailto:Koneti.mahesh700@gmail.com)  
Contact No: 9492852700

Subject: **Offer Letter for the post of “ Jr Associate - Project Management/ Conventional Steel Detailing”**

Dear Mr. MAHESH.KONETI

Congratulations...You are going to be part of Milekal Family...

We are delighted to extend this offer of employment for the position of **“ Jr Associate - Project Management/ Conventional Steel Detailing”** with Milekal Engineering Private Limited in India. Your initial appointment shall commence after successful completion of your internshiRp.

Your terms of employment, role & responsibility, salary package will be intimated after the successful completion of Internship, as illustrated in Annexure.

Kindly send self-attested scan copy of below listed documents for verification purpose.

Resume  
Educational certificates  
ID Proof & Address Proof  
4 Passport size Colour Photograph

Please note that this offer is valid subject to your written confirmation within seven working days from above mentioned date.

Wishing you the very best.

Yours very truly,  
For **Milekal Engineering Private Limited**



**HR Team**

ME/HR/1455

Date: 15-April-2019

To

Mr. NAGASUBBA REDDY.B  
Siddharth Institute of Engineering and Technology  
Email: [nagasubbareddy949@gmail.com](mailto:nagasubbareddy949@gmail.com)  
Contact No: 9618057964

Subject: **Offer Letter for the post of “ Jr Associate - Project Management/ Conventional Steel Detailing”**

Dear Mr. NAGASUBBA REDDY.B

Congratulations...You are going to be part of Milekal Family...

We are delighted to extend this offer of employment for the position of **“ Jr Associate - Project Management/ Conventional Steel Detailing”** with Milekal Engineering Private Limited in India. Your initial appointment shall commence after successful completion of your internshiRp.

Your terms of employment, role & responsibility, salary package will be intimated after the successful completion of Internship, as illustrated in Annexure.

Kindly send self-attested scan copy of below listed documents for verification purpose.

Resume  
Educational certificates  
ID Proof & Address Proof  
4 Passport size Colour Photograph

Please note that this offer is valid subject to your written confirmation within seven working days from above mentioned date.

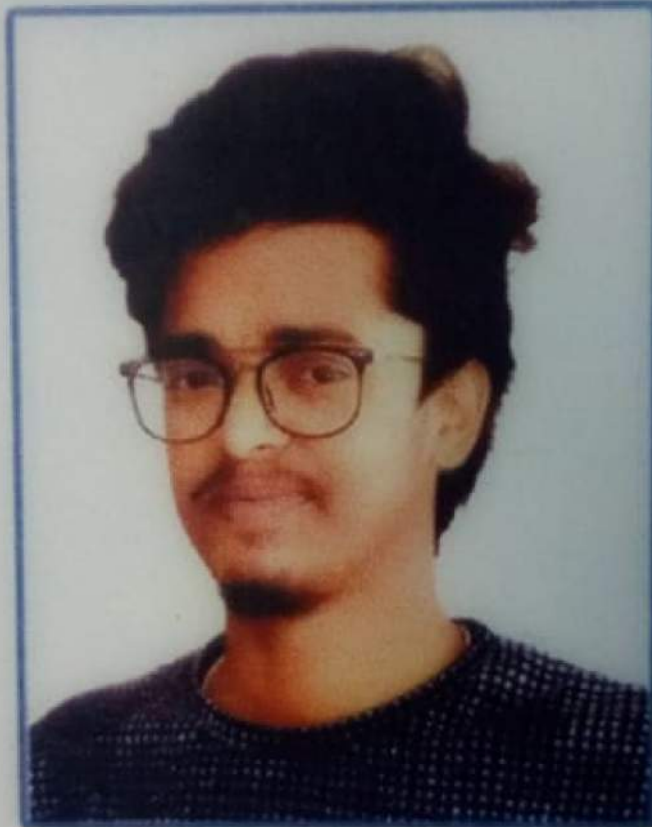
Wishing you the very best.

Yours very truly,  
For **Milekal Engineering Private Limited**



HR Team

**AJAX**  
AMT Media Tech



**K. GNANASAI**

**ROTO**

A handwritten signature in black ink, appearing to be 'K. GNANASAI'.

Authorized Signatory



**The Muthoot Group**



**DHARANI DILLIBABU**

**JUNIOR RELATIONSHIP EXECUTIVE**

ID No.: MF50759

Branch: TIRUPATI - SVIMS HOSPITAL

ROAD-4835

Region: TIRUPATHI-35

Authorised Signatory

Employee Sign.

**Muthoot Family - 800 years of Business Legacy**



# HEMANTH SAI BALASADA

Trans Specialist, ROC DM, Line Haul Field - VAR (1186)

[✉ hbalasad@amazon.com](mailto:hbalasad@amazon.com) [📄 Contact card](#)

[⚙ Display Op](#)

**LOCATION:** HYD16-Corp Office (Hyderabad) (UTC +05:30)  
HYD16.04.000.00

**LOGIN:** hbalasad

**EMPLOYEE ID:** 108827831

**LATEST HIRE DATE:** March 8, 2021

**TOTAL TENURE:** 8 months, 18 days

**CURRENT TENURE:** 5 months, 5 days

**LEVEL:** 3

**BAR RAISER:** No

## LINKS

[HEMANTH SAI's Wiki contributions](#)  
[HEMANTH SAI's Crier profile](#)  
[HEMANTH SAI's Contacts](#)

## SHARE YOUR PASSION: [?](#)

What are your favorite things to do outside of work?

[Submit Answer](#)



**BHTPL**



**MELAM HEMANTH KUMAR**

**P.S. No. : 325086**

**Blood Group : O +ve**

**Mobile No. : 7795665604**

*Jkhanna*



Ref. : BHTPL/HR/OFR/YEAR 20-21/ 9184  
Date : 13.11.2020

**Mr.Melam Hemanth Kumar**  
7-67 Thatneri L M Kandriga,Vadamalapeta  
Chittoor,Dist:Chittoor  
ANDHRA PRADESH (NEW)-517551  
Contact No.:7382776291

**Offer to Join Bijapur Hungund Tollway Private Limited**

Dear Mr.Melam Hemanth Kumar ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Assistant Maintenance Engineer** with the following broad Terms & Conditions:

1. You will join duty on or before **01.12.2020** and your place of work is **Bijapur Toll** at below given address:

**Bijapur Hungund Tollway Private Limited**  
NH-50, CHAINAGE-227+700, VILLAGE-KASABA  
VIJAYAPUR, BIJAPUR - 586101  
Contact Person: Niket Soni/9099994761,niket.soni@sadbhav.co.in

2. You will be paid salary (CTC) as per mutual discussion and as agreed upon.
3. Upon your joining the company will issue a detailed Appointment letter indicating all terms and conditions of the employment and a detailed compensation structure of the above offer.
4. This offer is valid up to offered Date of Joining as per Clause no. 1.
5. You are requested to submit copies of the below mentioned documents at the time of your joining:
  - a) All original educational certificates along with one Xerox thereof.
  - b) Aadhaar Card / Driving License / Voter ID.
  - c) PAN CARD / Passport Copy and 4 Passport Size Colour Photographs.
  - d) Residence Proof: Electric Bill / Telephone Bill / Ration Card.
  - e) Relieving letter & Salary Certificate from the previous employer.
  - f) **Medical Fitness Certificate** (MBBS & Above) and Blood Group report .
  - g) Police Verification Certificate

**Note:-**The above documents/testimonials should be handed over at the time of joining, failing which you will not be allowed to join the organization.

As a new entrant, we would like you to whole-heartedly internalize and uphold the spirit of BHTPL:

**Stability, Integrity and Quality in Every Project....**

Yours Truly,  
For **Bijapur Hungund Tollway Private Limited**

**Authorized Signatory**

**Endorsement of Acceptance.**

I unconditionally accept the above offer letter from the company and shall report for duty as mentioned above.

**Date :**  
**Name:**

**Signature**

**Annexure "A"**  
**CTC Structure**

<b>Name</b>	Melam Hemant kumar		
<b>Designation</b>	Assistant Maintenance Engineer		
<b>Site / Location</b>	BHTPL		
		<b>15418</b>	<b>28944</b>
<b>Salary Head</b>	<b>Monthly</b>		<b>Yearly</b>
<b>A - Monthly Benefits</b>			
Basic	17745		212940
HRA	7098		85176
Compensatory Allowance	4101		49212
<b>Gross A</b>	<b>28944</b>		<b>347328</b>
Provident Fund (Employees share)	1800		21600
Income Tax/Prof. Tax/ESI	As per Rule		As per Rule
<b>Take Home Package</b>	<b>27144</b>		<b>325728</b>
<b>B - Annual Benefits</b>			
Leave Pay(21 Days)*	1737		20844
<b>Gross B</b>	<b>1737</b>		<b>20844</b>
<b>C - Retirals Company's Contribution to</b>			
Provident Fund	1800		21600
Gratuity(As per Gratuity Act)	854		10248
<b>Gross C</b>	<b>2654</b>		<b>31848</b>
<b>Computed CTC (A+B+C)</b>	<b>33335</b>		<b>400020</b>

G. 16/11/20

<b>Employee Name</b>	<b>Kondla Govardhan Reddy</b>	
<b>Grade</b>	<b>SG 2</b>	
<b>Designation</b>	<b>Officer - Technical - Hindupur</b>	
<b>Salary Details</b>		
<b>Compensation Details</b>	<b>Our Offer</b>	
	<b>(Rs)</b>	
Basic		7,000
HRA		3,500
Conveyance Allowance		1,600
Special Allowance		4,900
<b>Total Salary per Month</b>		<b>17,000</b>
<b>Total Salary per Annum</b>		<b>204,000</b>
Performance Linked Incentive		24,000
Provident Fund		19,440
ESI		6,630
Gratuity		3,500
Medical Insurance		7,500
<b>Total Salary per Annum</b>		<b>265,070</b>
<p><b>* Performance Linked Incentive-</b> The incentive amount indicated would be paid on performance parameters communicated by your superior. The actual amount receivable would be based on the performance and would vary according to the performance level.</p>		
Vice President - HR	Senior VP - Technical & Collections	Executive Director & Chief Of Risk & Operations



**Dear Bhavani,**

**Date 06/11/2019**

**Offer Letter.**

We are pleased to inform you that your CV had been shortlisted for the position of 'Trainee Interior Designer'. The provisional offer of appointment also includes the role of interacting with vendors and clients.

You are requested to report to office on 7<sup>th</sup> November, 2019. Initial 6 months would be the probationary period during which you will be paid Rs. 15,0000/- all inclusive. The confirmation of your role as a permanent will be made based on your overall performance during this 6 months.

Kindly confirm your acceptance by return mail in response.

We wish the best.

Thanking you.

For Live-in Space.

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.A2/533/VS/DSC/Survey/2019/DSC-2019

Dated: \_\_\_\_\_/2019

-: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 Surveyor (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 Surveyor (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 Convener DSC - 2019, Letter No : **Rc.No.A2/533/VS/DSC/Survey/2019/DSC-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 **BETHU SRINIVASULU S/o,D/O,W/o BETHU NAGARAJU** (HT No:191005013133) is hereby provisionally appointed as **Village Surveyor (Grade-III)** and directed to report at **Assistant Director of Survey & Land Records, 2nd Floor, Collectorate, CHITTOOR 517002** on **1.10.2019** at **10.00 A.M** upon accepting the following Terms and Conditions:-

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

Page 1/4

1. You will be on probation for a period of two years from the date of joining the post and during the period of probation you will be paid consolidated pay of Rs. 15,000 per month. Further, after successful completion of probation you will be placed in the pay scale of **Rs.14,600-Rs.44,870 in RPS 2015** . The period of probation may, however, be extended at the discretion of the component authority. You will be required to discharge your duties while under probation to the satisfaction of superior officer. As regards other matters relating to probation, shall be governed by the conditions laid under A.P State and Subordinate Service Rules, and/Special Rules and instructions issued by the Government of Andhra Pradesh from time to time.
2. During the period of Probation, you will be required to undergo Induction Training and also to undertake such other training courses and pass departmental tests as the Government may prescribe from time to time. Successful completion of Probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test(s), if any, will render you liable for discharge from service.
  - a) During the period of Probation, you will be liable to be discharged from service at any time without any notice, if-
  - b) On the basis of your performance or conduct, you are considered unsuitable for further retention in service, or
  - c) You are otherwise found ineligible or unsuitable to be retained in the service.
3. Your appointment to the Post of **Village Surveyor (Grade-III)** in **DEPARTMENT OF REVENUE (SURVEY& LAND RECORDS)** is provisional and subject to the verification of character, antecedents and Social category/Community/Tribe against which your selection has been made. If, at any stage, information provided by you is false or certificates furnished by you in respect of qualifications viz., local area, caste,PHC/Ex-Servicemen /Sports etc., are found to be non-genuine, bogus or if any false information is given by you in' the Antecedents Verification Form, your provisional appointment will be cancelled forthwith and criminal/legal action will be taken.
4. If you are already in service in Central Government/State Government/PSU/ Autonomous Body/Bank/ Corporation or in any other employment, you are required to submit formal Relieving Order by the respective Organization certifying that your conduct during the said employment does not render you unsuitable for the present offer of employment;

1. Your Services shall be liable to termination at any time by one month notice in writing given either by you or the appointing authority, subject to other terms and condition prescribed under Government rules in vogue.
2. That you are eligible for monetary benefits from the date of joining only.
3. That this provisional appointment is subject to the Final orders issued by Hon'ble High Court in the reference cited as applicable to the post, and any orders issued from time to time.
4. You will be liable to refund to the Government the pay and allowances and any other remuneration received by you in addition to the amount spent by the Government on your training.
  - a) if you fail to serve the department for a period of 3 years after the completion of training for any reasons: or
  - b) if you discontinue the training or are discharged while under training for misconduct or any other reasons:
5. You are instructed to produce the Physical Fitness Certificate issued by a Medical Officer not below the rank of Civil Assistant Surgeon of a Government Hospital in original.
6. The **Assistant Director, SURVEY AND LAND RECORDS, CHITTOOR** District is directed to post the selected candidate in the Village Secretariat and assign duties as per the job chart as per the instructions of the Government and report compliance.
7. Your employment conditions will be governed by A.P. State and Subordinate Service Rules and/or Special Rules, as applicable, and as amended from time to time in respect of the post.
8. You are hereby informed to report for duty within 30 days of receipt on failing which the offer of appointment may be treated as cancelled.

  
**Chairman DSC & District Collector,**  
**CHITTOOR District.**

To,  
**BETHU SRINIVASULU,**  
**Mobile No : 8686266895**

Copy To,  
**Assistant Director, SURVEY AND LAND RECORDS, CHITTOOR District,**  
**The Director, Survey, Settlement, Land Records, AP, Vijayawada**  
**The Commissioner, PR & RD for Information.**

Asst. Director  
 Dist. Survey & Land Records  
 CHITTOOR

# RISING STARS MOBILE INDIA PRIVATE LIMITED

If the above terms and conditions of the Training are acceptable to you, Please sign in the space provided herein below in token of your acceptance of the terms and conditions set out herein and return a copy of this Letter and join us for the training. Company reserves its right to withdraw this offer at any time before you join the duty. If you fail to join the duty as mentioned by you in the below mentioned acceptance column, this offer shall stand automatically stand withdrawn. While coming to join the duty you please bring the originals ( with a copy ) of all certificates, relieving letters, Aadhar card, PAN card ( if available ), and two passport size photo and other relevant documents.

Thanking You

Yours faithfully,

**For Rising Stars Mobile India Private Ltd.,**



**Authorised Signatory**

## **ACCEPTANCE**

I **KUNTLURU SIVA KUMARI** have read and understood the contents of this letter of offer for training and accept unconditionally the terms and conditions stipulated in this letter. I shall report for undergoing Training On **10-DEC-2020**

**Place : SRICITY TADA**

**Date : 10-DEC-2020**

**Signature**  
**(KUNTLURU SIVA KUMARI)**

---

**Regd. Office** : No 380, Belerica Road, Sri City, Siddam Agraharam Village, Varadaiahpalem Mandal, Chittoor District, Andhra Pradesh - 517 646, India (CIN No : U31401AP2015PTC096605)

**Factory Address** : Plot No M-2B, SIPCOT Industrial Park, Phase II, Hi-Tech SEZ, DTA Area, Chennai - Bangaluru National Highway (NH-4), Sunguvarchatruam - 602 106, Sriperumbudur Taluk, Kancheepuram Dist., Tamil Nadu, India.

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# RISING STARS MOBILE INDIA PRIVATE LIMITED

Date: 10-DEC-2020

## Annexure-1

Name : Ms KUNTLURU SIVA KUMARI

Designation : FIXED TERM TRAINEE

### Cost To the Company

Particulars	%	Monthly
STIPEND		13000
<b>Employer Contribution</b>		
Provident Fund	13%	1690
ESI	3.25%	423
<b>Sub Total</b>		<b>2113</b>
<b>Grand Total</b>		<b>15113</b>

1. EPF deduction will be made as per prevailing EPF Act.
2. ESIC deduction will be made as per prevailing ESIC Act.
3. Income Tax deduction will be made as per prevailing Income Tax Act

Yours Faithfully,

For Rising Stars Mobile India Private Ltd.,



Authorised Signatory

**Regd. Office** : No.380, Belerica Road, Sri City, Siddam Agraharam Village, Varadaiahpalem Mandal, Chittoor District, Andhra Pradesh - 517 646, India (CIN No.: U31401AP2015PTC096605)

**Factory Address** : Plot No M-2B, SIPCOT Industrial Park, Phase II, Hi-Tech SEZ, DTA Area, Chennai - Bangaluru National Highway (NH-4), Sunguvarchatruam - 602 106, Sriperumbudur Taluk, Kancheepuram Dist., Tamil Nadu, India.

Sub:- DSC - 2020 - Establishment - S & LRS Department - Appointment to the post of Village Surveyor in Village Secretariat - Counseling conducted - Posting Orders - Issued.

- Ref:-1) G.O.Ms.No.110, PR & RD Dept. (MDL-I) dt.19.07.2019.  
 2) G.O.Ms.No:102 Rev (SS-2) Dept, Dt: 05.02.2001.  
 3) G.O.Ms.No:418 Rev (Services-III) Dept, Dt: 27.09.2019  
 4) Progs.No.Rc.A2/624/2020 dt. 28.12.2020 of the DSC Chairman, Collector and District Magistrate, Nellore  
 5) Option Submitted by the individual dt.02.01.2021.

-OO-

In Pursuance of the reference 4<sup>th</sup> cited, SMT/KUM KUPPAMPATI GIRIJA D/O KUPPAMPATI MUNESWARAIAH With Rank No. 504 is selected & appointed provisionally as Village Surveyor Grade - III by the Chairman of District Selection Committee - 2020, Nellore.

Consequent of appointment she is hereby posted as Village Surveyor in THALLAMPADU Village, DORAVARISATRAM Mandal as per the option of the individual vide reference 5<sup>th</sup> cited. She is temporarily appointed as Village Surveyor Grade - III in the A.P. Village Secretariat, with consolidated pay of Rs. 15,000/- per month and she should follow the conditions issued in appointment orders 1 to 13 paras, under the Administrative control of the Assistant Director, District Survey and Land Records, SPS Nellore.

The above individual is directed to report before the Panchayath Secretary, THALLAMPADU Village, DORAVARISATRAM Mandal. The service rules, terms and conditions issued by the Government from time to time are applicable to the post of Village Surveyor Grade - III.

The Panchayath Secretary THALLAMPADU Village, DORAVARISATRAM Mandal is requested to admit the individual at the place of posting and intimate the date of joining of the individual immediately to this office and she should direct to extract the work as per the job chart prescribed for the post by the Government.

The Panchayath Secretary THALLAMPADU Village, DORAVARISATRAM Mandal is requested to relieve the Village Surveyor on 08.01.2021 and directed to report before the Assistant Director, District Survey & Land Records, Nellore and to undergo training (1) one month chain Survey Training at V.R Law College Nellore from 09.01.2021 to 08.02.2021.

*[Signature]*  
 ASSISTANT DIRECTOR  
 04/01/2021

To

SMT/KUM SMT/KUM KUPPAMPATI GIRIJA D/O KUPPAMPATI MUNESWARAIAH Village Surveyor Grade - III

Copy to the Pachayath Secretary THALLAMPADU Village, DORAVARISATRAM Mandal for necessary action.

Copy to the MPDO Doravarisatram for necessary action.

Copy to the Mandal Surveyor, Doravarisatram for necessary action.

Copy to the Deputy Inspector of Survey, Naidupet for necessary action.

Copy to the Tahsildar, Doravarisatram for necessary action.

Copy to the Revenue Divisional Officer, Naidupet SPS Nellore for information.

Copy to the Chief Executive Officer, ZPP, SPS Nellore for information.

Copy Submitted to the Joint Collector, (RB&R), SPS Nellore District for favour of information

Copy Submitted to the Joint Collector, (V, WS, D) SPS Nellore District for favour of information

Copy to the STO Concerned for necessary action.

Copy to the District Employment Officer, SPS Nellore necessary action.

Copy Submitted to the Regional Deputy Director, Survey and Land Records, Kurnool for favour of information



**GOVT. OF ANDHRA PRADESH  
REVENUE DEPARTMENT  
SPSR NELLORE Dt.**

**IDENTITY CARD**



**Name** : KUPPAMPATI GIRIJA  
**Designation** : Village Surveyor  
**Employee ID** : 0859464  
**Office** : Thallampadu Secretariat,  
 Doravarisatram(Md),  
 SPSR Nellore(Dt).

*K. Girija*

Signature of the Employee

*G. Subbarao*

Authorised Signature

అధికారి సంతకం  
 పరిశాల సూర్యం మండలం  
 డి.పొట్టి శ్రీరాములు నెల్లూరు జిల్లా

**Address** : Chinna mambattu (vi)  
 Tada (md),  
 SPSR Nellore (Dt), Pin 524121, A.P.

**Adhar No:** 700489845113

**Blood Group** : O+Ve

**D.O.B** : 21-04-1998

**Cell** : 9542088400



If found may please deposited with the nearest Police Station  
 or May dropped in the nearest post box

STRICTLY PERSONAL

Date : September 2, 2019  
Name : Mr. BAKKEERU ABHILESH  
Location : Bengaluru

Sub: Letter of Intent

Dear BAKKEERU ABHILESH,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department

# **Foxlink Technical India Private Limited.**

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Ref: FLKIN/AP/HR/OFR/2019/0111

Date: 2019/01/07

To,  
Mr. KONDREDDYGARI ABHISHEK REDDY,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. KONDREDDYGARI ABHISHEK REDDY,


Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

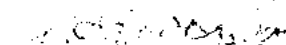
Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

 and I will join on 18/01/2019  
Signature of Mr. KONDREDDYGARI ABHISHEK REDDY

Kloudone/TCF/20-20

November 10th, 2020

Dear Suryanarayana Anil Kumar,

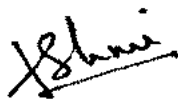
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)



January 5, 2019

**KANDARAPU ANIL 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, a subsidiary of DND Technology Solutions Pvt.Ltd.

This apprenticeship opportunity will commence from **4th JUNE , 2020**. 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 JUNE , 2020**, 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**

STRICTLY PERSONAL

Date : September 2, 2019

Name : M.AZARUDHIN

Location : Bengaluru

Sub: Letter of Intent

Dear M.AZARUDHIN,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Ailsec Technologies Limited,



Authorized Signatory  
Human Resources Department



# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105

Phone: 044471-35260

E-mail: info@foxconnmtech.in

14-04-2019

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. A L BHARGAV

SIDDHARTH INSTITUTE OF ENGG & TECH.

### **Sub: Offer Letter**

Dear A L BHARGAV,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

Kloudone/TCF/20-20

November 10th, 2020

Dear Godugubhaskar,


We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L'PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches. and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

STRICTLY PERSONAL

Date : September 2, 2019

Name : Mr. CHANDU.A

Location : Bengaluru

Sub: Letter of Intent

Dear CHANDU.A,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department

Kloudone/TCF/20-20

November 10th, 2020

Dear Gurram Chenchunaveen,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**STRICTLY PERSONAL**

**Date : September 2, 2019**

**Name : K DHARMENDAR**

**Location : Bengaluru**

**Sub: Letter of Intent**

**Dear K DHARMENDAR,**

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105

Phone: 04471-35260

E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. GALI DILLBABU  
SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear GALI DILLBABU,


With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be **1<sup>st</sup> of JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**



# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105

Phone: 044471-35260

E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

**Mr. D.DIROJ KUMAR**

SIDDHARTH, INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear D.DIROJ KUMAR,

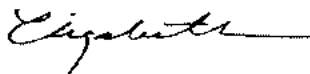
With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**





January 5, 2019

**PURAM,GNANA PRAKASH**  
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 subsidiary of DND Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from 4th JUNE , 2020. 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 JUNE , 2020, 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**

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in.

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. G.GURU RAGHAVENDRA

SIDDHARTH INSTITUTE OF ENGG &TECH.

Sub: Offer Letter

Dear G.GURU RAGHAVENDRA,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be **1<sup>st</sup> of JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**



# **Foxlink Technical India Private Limited.**

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Ref: FLKIN/AP/HR/OFR/2019/0195

Date: 2019/01/07

To,  
Mr.THOTAKURA HARI KUMAR,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr.THOTAKURA HARI KUMAR,

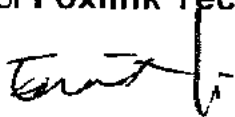
Sub: Offer Letter for the Position of "**Trainee- PED Department – Facility Maintenance Section**"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**

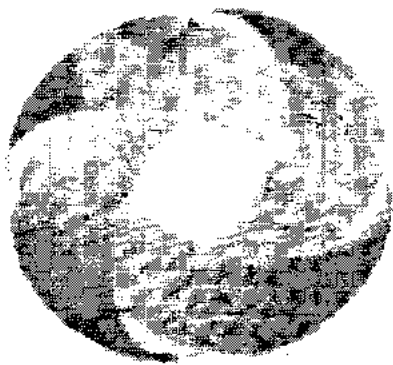


Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

THOTAKURA HARI KUMAR and I will join on 18-Jan-2019

Signature of Mr. THOTAKURA HARI KUMAR



# SYNERGY



**R. HARSHA VARDHAN REDDY**

**Emp. Code : SR50000106**



VKR BUILDERS  
24, A. S. Road, Sector 14, Gurgaon

15th March 2020

**Sub: Your offer of employment in VKR BUILDERS**

Dear Mr. [Name],

Thank you for VKR Builders.

It is our pleasure to announce to you your offer of employment in VKR BUILDERS in a variable position. We believe that the growth of an organization is a function of the passion and energy of people who are willing to invest into its future.

We are pleased to confirm you have been selected to work for VKR BUILDERS as "Purchase Manager" and we are confident that you will contribute your skills for the growth of our organization.

Your salary is fixed at Rs. 300,000. This address an annual incentive of Rs. 20,000 for the current year. The amount may vary depending on Organization performance for the year.

This offer is valid until March 15, 2020. At the time of joining you will have to submit the following documents:

- 1. Two copies of your passport size photographs in support of your employee identification card.
- 2. Recent certificate of your previous employment and last drawn salary slip if applicable for the past 3 months.

**Disclaimer:**

- 1. This offer is subject to the terms and conditions of the offer letter.
- 2. The offer from VKR BUILDERS is subject to the company's financial performance. The offer is subject to the company's financial performance and the company's financial performance and the company's financial performance.

VKR BUILDERS





January 5, 2019

S R JAGAPATHI BABU  
C/o Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam, Puttur - 517581

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

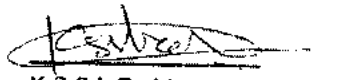
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Global Technology Solutions Pvt.Ltd.

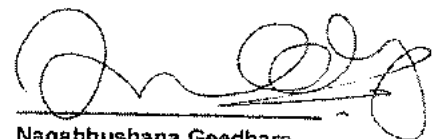
This apprenticeship opportunity will commence from **4th JUNE , 2020**. During apprenticeship, you will be awarded a stipend of **Rs. 10,000/- (Rupees Ten Thousand only)** per month and will be subject to TDS. Your assignment will be valid for a period of **6 months** from the date of your joining and 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 JUNE , 2020**, 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





January 5, 2019

B. JAI KISHORE

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 branch of DND Technology Solutions Pvt. Ltd.

This apprenticeship opportunity will commence from 4th JUNE , 2020. 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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Yours sincerely,

For DND Global Technology & Solutions

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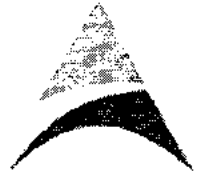
K S S L Reddy  
Director - Human Resources

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Nagabhushana Geedhara  
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT  
CHECK LIST OF DOCUMENTS



STRICTLY PERSONAL

Date : September 2, 2019

Name : JASHWANTH

Location : Bengaluru

Sub: Letter of Intent

Dear JASHWANTH,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

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A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

Kloudone/TCF/20-20

November 10th, 2020

Dear Reddipaka Jayachandra,

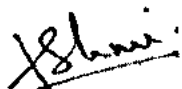
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- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
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Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

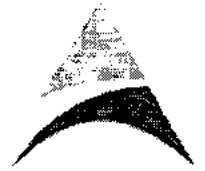
We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**STRICTLY PERSONAL**

Date : September 2, 2019

Name : JITHENDRA P

Location : Bengaluru

**Sub: Letter of Intent**

Dear JITHENDRA P,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department





**MEDITAB**

Mediab Software (India) Pvt. Ltd. | 219/A, 2<sup>nd</sup> floor, Kalasagar shopping hub,  
Chennai - 600 086

8 Feb 2020

Dear Mr. P. KARTHEEK,

**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 **9<sup>th</sup> April 2020**. 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)
- 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

Kloudone/TCF/20-20

November 10th, 2020

Dear P.Karthiksaikumar,

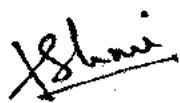
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

STRICTLY PERSONAL

Date : September 2, 2019  
Name : MUVVALA KARTHIK  
Location : Bengaluru

Sub: Letter of Intent

Dear MUVVALA KARTHIK,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department



# **Foxlink Technical India Private Limited.**

---

Ref: FLKIN/AP/HR/OFR/2019/0109

Date: 2019/01/07

To,  
Mr. BALLI KIRAN THEJA,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr.BALLI KIRAN THEJA,

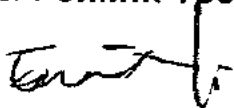
Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

Balli Kiran Theja and I will join on 18/01/2019

Signature of Mr. BALLI KIRAN THEJA



January 5, 2019

K R KRISHNA PRASAD  
C/o Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam, Puttur - 517581

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

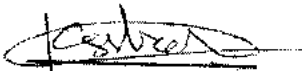
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Global Technology & Solutions Systems.


This apprenticeship opportunity will commence from **4th JUNE , 2020**. 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 JUNE , 2020**, 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

# FOXCONN

Plot No: A-1, Sipeot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. YEDDALACHERUVU KUMARAN  
SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear YEDDALACHERUVU KUMARAN,

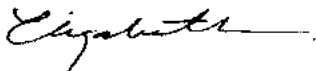
With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

Kloudone/TCF/20-20

November 10th, 2020

Dear Meruva Lakshmi Kanth,

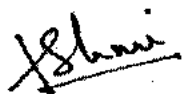
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)



STRICTLY PERSONAL

Date : September 2, 2019

Name : S V LEELADHAR

Location : Bengaluru

Sub: Letter of Intent

Dear S V LEELADHAR,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department



# RISING STARS MOBILE INDIA PRIVATE LIMITED

Ref: RSMIPL/AP/HR/OFR/2019/85

Date: 19-04-2019

To,

Mr. GOSI MADHUSUDHAN,  
Siddharth Institute of Eng & Tech.  
Puttur.

Dear GOSI MADHUSUDHAN,

Sub: Offer Letter for the Position of "GRADUATE ENGINEER TRAINEE"

With reference to drive conducted at our office through online mode of interview you had with us, you have cleared the Written, Technical & HR Round. We wish to inform you that you have been selected for the position "Graduate Engineer Trainee" in our Organization and your annual CTC will be Rs.159480/- (Rupees One Lakh Fifty Nine Thousand Four Hundred and Eighty Only) as per Annexure-1. The detailed appointment order with terms & conditions will be given to you at the time of your joining.

Please sign and return the duplicate copy of this letter in token of acceptance of this offer and we look forward to your joining us 08-Sep-2021. We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

For Rising Stars Mobile India Private Limited

  
Authorised Signatory

I accept the position being offered by Rising Stars Mobile India Private Limited., On this date

S. Madhusudhan and I will join on 08/09/2021

Kloudone/TCF/20-20

November 10th, 2020

Dear Maheshkumarreddy,

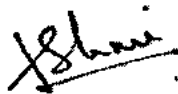
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)





**STRICTLY PERSONAL**

Date : September 2, 2019  
Name : MODI.MAHESH  
Location : Bengaluru

**Sub: Letter of Intent**

Dear MODI.MAHESH,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. S.MAHESH

SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear S.MAHESH,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**



January 5, 2019

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

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

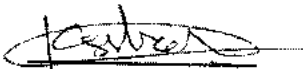
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Technology Solutions Pvt. Ltd.


This apprenticeship opportunity will commence from **4th JUNE, 2020**. 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 JUNE, 2020**, 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



STRICTLY PERSONAL

Date : September 2, 2019

Name : YELLAKATI MOHAN KUMAR

Location : Bengaluru

Sub: Letter of Intent

Dear YELLAKATI MOHAN KUMAR,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

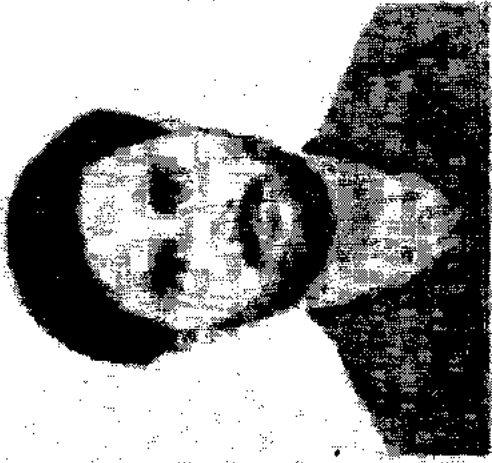
A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

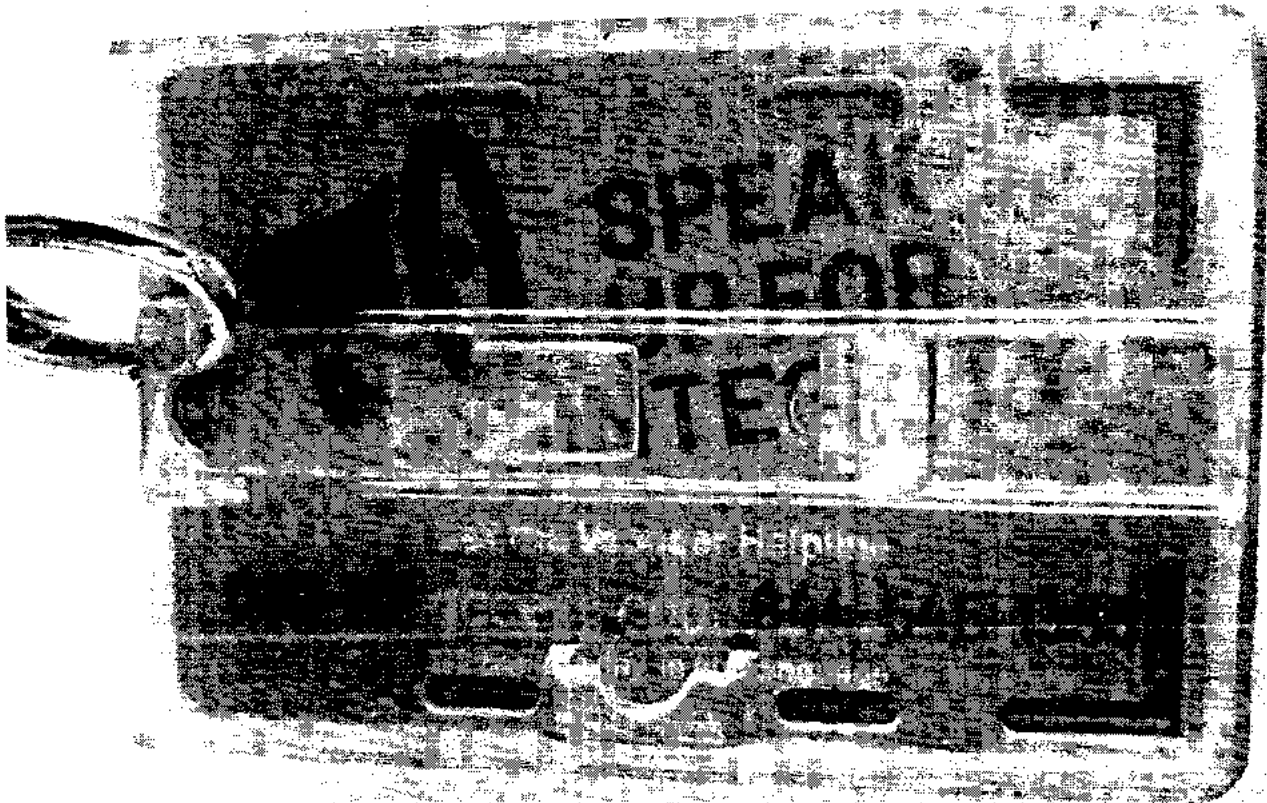
For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department



Lekkala Mohan Reddy

veoneer



# **Foxlink Technical India Private Limited.**

Ref: FLKIN/AP/HR/OFR/2019/0128

Date: 2019/01/07

To,  
Mr. KURELLA SURENDRA BABU MONISH BABU,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr.KURELLA SURENDRA BABU MONISH BABU,

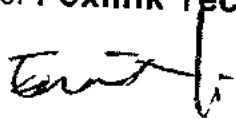
Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

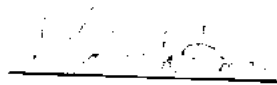
Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

 and I will join on 18-Jan-2019  
Signature of Mr. K. SURENDRA BABU MONISH BABU



Kloudone/TCF/20-20

November 10th, 2020

Dear Jonnakuti Mouri,

We are delighted to extend you and offer to join us as **Associate Sales force developer** with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

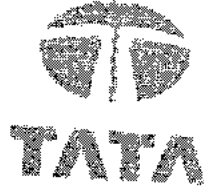
A handwritten signature in black ink, appearing to read "Lakshmi Priya", with a horizontal line underneath.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)







**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184337910/Chennai**  
**Date: 16/06/2019**

Mr. Murali B  
1-47, Chinnathayyur(V), Mairipalli(P) Chinnarhayyur,  
Chinnarhayyur/Mpup School,  
Chittoor-517167,  
Andhra Pradesh.  
Tel# 91-9908704442

Dear Murali 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.

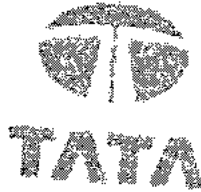
Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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/DT20184337910

TATA CONSULTANCY SERVICES



**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.

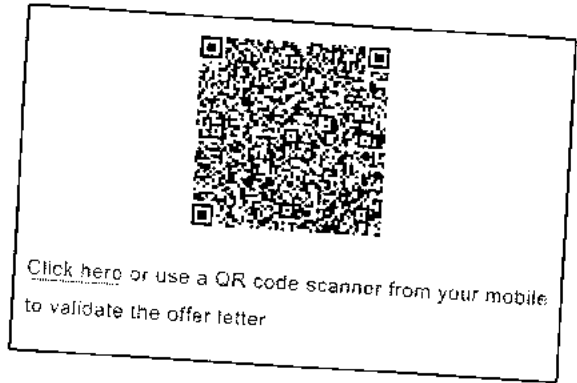
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

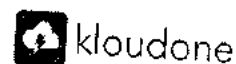
Yours Sincerely,

**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



Kloudone/TCF/20-20

November 10th, 2020

Dear Gunakala Naveen Kumar,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA



STRICTLY PERSONAL

Date : September 2, 2019

Name : NAVEEN.K

Location : Bengaluru

Sub: Letter of Intent

Dear NAVEEN.K,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of Rs **189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

A handwritten signature in black ink, appearing to read 'Renukha'.

Authorized Signatory  
Human Resources Department

STRICTLY PERSONAL

Date : September 2, 2019  
Name : PAGADALA NAVEEN  
Location : Bengaluru

Sub: Letter of Intent

Dear PAGADALA NAVEEN,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department



**MEDITAB**

Dear Mr. Nikhil Kumar,

8 Feb 2020

**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 **9<sup>th</sup> April 2020**. 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)
- 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 Nikhil Kumar



**DXC.technology**

14 May, 2020

NIKHIL KUMAR CHILLAKURU

Dr. No:15-615/2 Panagal road ,B. P. Agraharam Srikalahasti Mandal

SRICALAHASTI, 517644  
India

Dear NIKHIL KUMAR,

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 Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 21 May, 2020.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

#### **1 PAY and BENEFITS**

Your Fixed Gross salary will be INR 342,857.00 per annum and Total Gross Salary inclusive of incentive compensation (at an indicative payment of 100%) will be INR 360,000.00\*.

\*Subject to deduction of the statutory liabilities, if any.

##### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

##### **1.2. Flexible Benefit Plan (FBP):**

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 difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

##### **1.3. 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 Fund Commissioner, wherever applicable.

##### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

# Foxlink Technical India Private Limited.

Ref: FLKIN/AP/HR/OFR/2019/0125

Date: 2019/01/07

To,  
Mr. MITTAPALLI NITHIN KUMAR,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. MITTAPALLI NITHIN KUMAR,

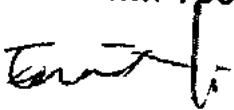
Sub: Offer Letter for the Position of: "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.


Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

 and I will join on 18-Jan-2019  
Signature of Mr. MITTAPALLI NITHIN KUMAR



Kloudone/TCF/20-20

November 10th, 2020



Dear Pokarram Omprakash,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L.PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

A handwritten signature in black ink, appearing to read 'Lakshmi Priya', with a horizontal line underneath.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA

363

# RISING STARS MOBILE INDIA PRIVATE LIMITED

Ref: RSMIPL/AP/HR/OFR/2019/88

Date: 19-04-2019

To,

Mr. OM PRAKASH UDAYAGIRI,  
Siddharth Institute of Eng & Tech.  
Puttur.

Dear OM PRAKASH UDAYAGIRI,

Sub: Offer Letter for the Position of "GRADUATE ENGINEER TRAINEE"

With reference to drive conducted at our office through online mode of interview you had with us, you have cleared the Written, Technical & HR Round. We wish to inform you that you have been selected for the position "Graduate Engineer Trainee" in our Organization and your annual CTC will be Rs.159480/- (Rupees One Lakh Fifty Nine Thousand Four Hundred and Eighty Only) as per Annexure-1. The detailed appointment order with terms & conditions will be given to you at the time of your joining.

Please sign and return the duplicate copy of this letter in token of acceptance of this offer and we look forward to your joining us 08-Sep-2021. We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

For Rising Stars Mobile India Private Limited

  
Authorised Signatory

I accept the position being offered by Rising Stars Mobile India Private Limited., On this date

19/06/2019 and I will join on 19/06/2019

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 04471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. PEDDAPALEM PAVAN KALYAN  
SIDDHARTI INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear PEDDAPALEM PAVAN KALYAN,


With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

Kloudone/TCF/20-20

November 10th, 2020

Dear Talapaka Pavan Kalyan,

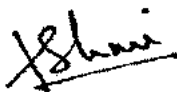
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

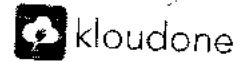
We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)



Kloudone/TCF/20-20

November 10th, 2020

Dear Madhu Prakash,

We are delighted to extend you and offer to join us as **Associate Sales force developer** with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. N.RAGHAVENDRA  
SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear N.RAGHAVENDRA,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST.



A.ELIZABATH WARREN  
**HR Manager-General**

Kloudone/TCF/20-20

November 10th, 2020

Dear Rajasekhar Thota,

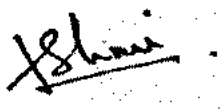
We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

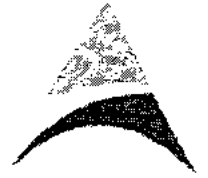
We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.



Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)



STRICTLY PERSONAL

Date : September 2, 2019  
Name : K.RAGHUNANDAN  
Location : Bengaluru

Sub: Letter of Intent

Dear K.RAGHUNANDAN,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department



# Foxlink Technical India Private Limited.

Ref: FLKIN/AP/HR/OFR/2019/0132

Date: 2019/01/07

To,  
Mr. BELLAMKONDA RAJESH,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. BELLAMKONDA RAJESH,

Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**-(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

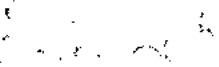
Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.



and I will join on

18-Jan-2019

Signature of Mr. BELLAMKONDA RAJESH



**MEDITAB**

Dear Mr. C Rajesh,

8 Feb 2020

**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 **9<sup>th</sup> April 2020**. 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 \_\_\_\_\_

# Foxlink Technical India Private Limited.

Ref: FLKIN/AP/HR/OFR/2019/0137

Date: 2019/01/07

To,  
Mr. SOWRI RAJKUMAR,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. SOWRI RAJKUMAR,


Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

Sowri Rajkumar and I will join on 18/01/2019  
Signature of Mr. SOWRI RAJKUMAR

Registered Office: C-1 in Unit No. 532, Logix Technova, Tower B Plot No. A-4, Sector-132  
Noida Gautam Buddha Nagar UP 201301 IN

Corporate Office: Plot # 2 A, EMS 1, Mandal, Tirupathi, Chittoor, District 517526



January 5, 2019

P. REDDY SUNIL

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 subsidiary of DND Technology Solutions Pvt. Ltd.

This apprenticeship opportunity will commence from **4th JUNE, 2020**. 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 JUNE, 2020**, 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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184337915/Chennai**  
**Date: 16/06/2019**

Mr. Rohith.A  
C-132,Bandivandlavooru,  
Madhavaram,  
Chittoor-517128  
Andhra Pradesh  
Tel# 91-8184919547

Dear Rohith.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 **₹3,36,875/-** 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.



**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.

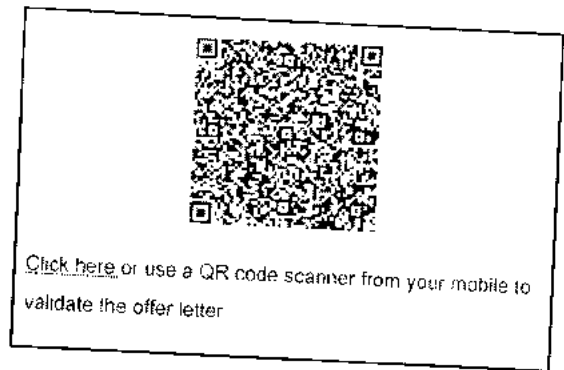
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. MERALA SAGAR

SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear MERALA SAGAR,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be **1<sup>st</sup> of JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

# RISING STARS MOBILE INDIA PRIVATE LIMITED

Ref: RSMIPL/AP/HR/OFR/2019/78

Date: 19-04-2019

To,

Mr. NUTHALAPATI SAIKIRAN,  
Siddharth Institute of Eng & Tech.  
Puttur.

Dear NUTHALAPATI SAIKIRAN,

Sub: Offer Letter for the Position of "GRADUATE ENGINEER TRAINEE"

With reference to drive conducted at our office through online mode of interview you had with us, you have cleared the Written, Technical & HR Round. We wish to inform you that you have been selected for the position "Graduate Engineer Trainee" in our Organization and your annual CTC will be **Rs.159480/-** (Rupees One Lakh Fifty Nine Thousand Four Hundred and Eighty Only) as per Annexure-1. The detailed appointment order with terms & conditions will be given to you at the time of your joining.

Please sign and return the duplicate copy of this letter in token of acceptance of this offer and we look forward to your joining us 08-Sep-2021. We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

For ~~Rising Stars~~ Mobile India Private Limited

  
Authorised Signatory

I accept the position being offered by Rising Stars Mobile India Private Limited., On this date

20/04/2019 and I will join on 30/09/21





MEDITAB

Dear Mr. S. Saikiran,

8 Feb 2020

**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 **9<sup>th</sup> April 2020**. 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)
- 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 Software (I) Pvt. Ltd. • 219/A, 2<sup>nd</sup> floor, Kalasagar shopping hub,



**STRICTLY PERSONAL**

Date : September 2, 2019  
Name : KAYYALA SAI KUMAR  
Location : Bengaluru

**Sub: Letter of Intent**

Dear KAYYALA SAI KUMAR,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department



January 5, 2019

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

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

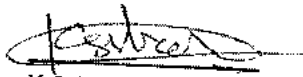
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Global Technology Solutions Pvt.Ltd.


This apprenticeship opportunity will commence from **4th JUNE, 2020**. 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 JUNE, 2020** 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

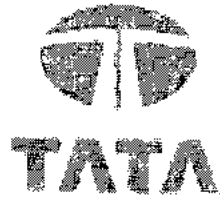
  
K S S L Reddy  
Director - Human Resources

  
Nagabhushana Geedhara  
CEO

ENCL.-

TERMS AND CONDITIONS OF CONTRACT  
CHECK LIST OF DOCUMENTS

C/o. Siddharth Institute of Engineering and Technology  
Siddharth Nagar, Narayanavanam Road, Narayanavanam, Puttur - 517 581  
9840782372 / 9791007364



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184342187/Hyderabad**  
**Date: 05/02/2020**

Mr. Sai Anil Kumar Mavillapalli  
0-1Pigilam Village, Balayapalli Mandal,  
Pigilam Village,  
Nellore-524404,  
Andhra Pradesh.  
Tel# -

Dear Sai Anil Kumar Mavillapalli,

**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.

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. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). 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/DT20184342187**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Services provided by TCS are subject to the terms and conditions of the TCS Service Agreement. The TCS Service Agreement is available on the TCS website at [www.tcs.com](http://www.tcs.com). The TCS Service Agreement is a legal document and it is recommended that you read it carefully before accepting the offer. The TCS Service Agreement is a legal document and it is recommended that you read it carefully before accepting the offer.



Kloudone/TCF/20-20

November 10th, 2020

Dear Narravala Sarath Kumar,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA



MEDITAB

Dear Mr. M.Sathish Reddy,

8 Feb 2020

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 **9<sup>th</sup> April 2020**. 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)
- 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 \_\_\_\_\_ Reddy

Meditab Software (I) Pvt. Ltd. • 219/A, 2<sup>nd</sup> floor, Kalasagar shopping hub,

HRID:31/17-18/151199  
Mr. SHAIK AYAZBASHA,  
D/O:2/174,Main Road,Chitvel(Man),  
Kadapa(Dist)

216

April 26 2019

Dear , **SHAIK AYAZBASHA**

Welcome to Infosys!

It is a time of transformation for us under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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 Sep08,2019.

## Location

Your location of training is **MYSORE**, India. The location of posting would be communicated to you up on 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

## Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the class room training will be based on the business requirements. 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

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be INR 22,500 per month and Total Gross Salary post training will be INR 27,084 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure-I and Annexure-II.





January 5, 2019

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

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

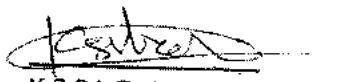
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Global Technology Solutions Pvt Ltd.


This apprenticeship opportunity will commence from **4th JUNE , 2020**. 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 JUNE , 2020**, 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

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. BURRI SIVAKUMAR  
SIDDHARTH INSTITUTE OF ENGG & TECH.

### Sub: Offer Letter

Dear BURRI SIVAKUMAR,

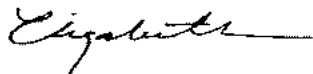
With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as” **TRAINEE ENGINEER-PRODUCTION**” . Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be **1<sup>st</sup> of JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave. .

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

# **Foxlink Technical India Private Limited.**

Ref: FLKIN/AP/HR/OFR/2019/0134

Date: 2019/01/07

To,  
Mr. N.SUDHAKAR,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. N.SUDHAKAR,

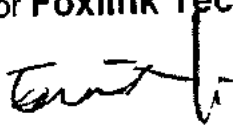
Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.


Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

 and I will join on 18-Jan-2019  
Signature of Mr. N.SUDHAKAR

HRD/3T/17-18/1151199  
Mr. K SUMANTH  
1-9 Irikipenta Somala Mdi  
Chittor Dst

infosys

3 A 2

April 26,2019

Dear , K SUMANTH

Welcome to Infosys!

It is a time of transformation for us under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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 Sep08,2019.

## Location

Your location of training is **MYSORE**, India. The location of posting would be communicated to you up on 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

## Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the class room training will be based on the business requirements. 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be INR 22,500 per month and Total Gross Salary post training will be INR 27,084 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure-I and Annexure-II.

# Foxlink Technical India Private Limited.

Ref: FLKIN/AP/HR/OFR/2019/0145

Date: 2019/01/07

To,  
Mr. YANAMALA.SUNIL KUMAR REDDY,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. YANAMALA.SUNIL KUMAR REDDY,

**Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"**

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

Yanamala Sunil Kumar Reddy and I will join on 26/01/2019  
Signature of Mr. YANAMALA.SUNIL KUMAR REDDY



MEDITAB

8 Feb 2020

Dear Mr. SYED BABA,

**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 **9<sup>th</sup> April 2020**. 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 Syed Baba Nasirudin

# **Foxlink Technical India Private Limited.**

---

Ref: FLKIN/AP/HR/OFR/2019/0149

Date: 2019/01/07

To,  
Mr. KATHARI.THARUN KISHORE KUMAR,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr. KATHARI.THARUN KISHORE KUMAR,


Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**

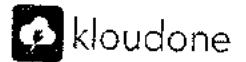


Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

Kathari Tharun Kishore Kumar and I will join on 18/01/2019  
Signature of Mr. KATHARI.THARUN KISHORE KUMAR





Kloudone/TCF/20-20

November 10th, 2020

Dear Devireddy Thejesh Reddy,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA

# **Foxlink Technical India Private Limited.**

Ref: FLKIN/AP/HR/OFR/2019/0199

Date: 2019/01/07

To,  
Mr.KAMASANI THIRUMALA REDDY,  
Siddharth Institute of Engg & Tech,  
Puttur

Dear Mr.KAMASANI THIRUMALA REDDY,

Sub: Offer Letter for the Position of "Trainee- PED Department – Facility Maintenance Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- PED Department – Facility Maintenance Section" as per the mutually and your annual CTC will be **Rs.159,912/-**(Rupees One Lakh Fifty Nine Thousand and Nine Hundred and Twelve only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 18-Jan-2019. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,  
For **Foxlink Technical India Private Limited.**



Authorized Signatory

I accept the position being offered by Foxlink Technical India Private Limited.

Kamasani Reddy and I will join on 18/01/2019  
Signature of Mr. KAMASANI THIRUMALA REDDY



HRD/31-17-18/151199  
Mr. S.S.UMAPATHI  
1/140,New Kota Street ,  
Narayanavanam(V&M).

Infosys

3/1/19

April 26,2019

Dear . S.S.UMAPATHI

Welcome to Infosys!

It is a time of transformation for us under the direction of new leadership. In our new journey learnability,our values and the deeply-held trusted relationships with our clients continue to be the cornerstones of our organization..

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 Sep08,2019.

## Location

Your location of training is **MYSORE**, India. The location of posting would be communicated to you up on 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

## Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the class room training will be based on the business requirements. 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

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be INR 22,500 per month and Total Gross Salary post training will be INR 27,084 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure-I and Annexure-II.



# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. VAMSI KRISHNA TALLAM

SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear VAMSI KRISHNA TALLAM,

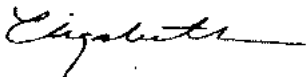
With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



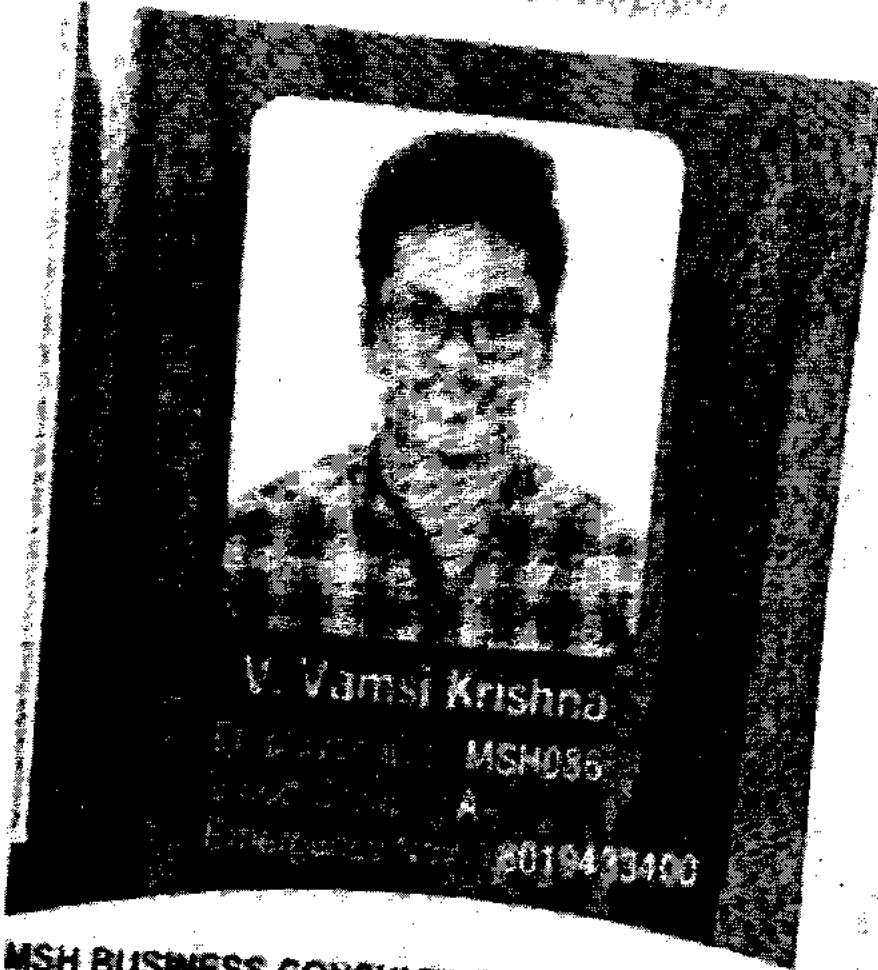
A.ELIZABATH WARREN

**HR Manager-General**



# msh

MSH BUSINESS CONSULTING PRIVATE LIMITED



**MSH BUSINESS CONSULTING PRIVATE LIMITED**  
Office No. 801, 8th Floor, PS Srijan Corporate Park,  
Tower-1, Block-GP, Salt Lake Sector-5, Kolkata-700091  
[www.talentmsh.com](http://www.talentmsh.com)





# RISING STARS MOBILE INDIA PRIVATE LIMITED

Ref: RSMIPL/AP/HR/OFR/2019/73

Date: 19-04-2019

To,

Mr. K.VENKATAMUNI REDDY,  
Siddharth Institute of Eng & Tech.  
Puttur.

Dear K.VENKATAMUNI REDDY,

Sub: Offer Letter for the Position of "GRADUATE ENGINEER TRAINEE"

With reference to drive conducted at our office through online mode of interview you had with us, you have cleared the Written, Technical & HR Round. We wish to inform you that you have been selected for the position "Graduate Engineer Trainee" in our Organization and your annual CTC will be Rs.159480/- (Rupees One Lakh Fifty Nine Thousand Four Hundred and Eighty Only) as per Annexure-1. The detailed appointment order with terms & conditions will be given to you at the time of your joining.

Please sign and return the duplicate copy of this letter in token of acceptance of this offer and we look forward to your joining us 08-Sep-2021. We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

For Rising Stars Mobile India Private Limited

  
Authorised Signatory

I accept the position being offered by Rising Stars Mobile India Private Limited., On this date

V. Venkata Ramana Reddy and I will join on 08/09/2021

HRD/3 F/17-18/151179  
Mr. N.VENKATESH  
Ranganayakulapet( St).  
Rly Koduru(Town),  
Kadapa(Dist)

Infosys

2019

April 26,2019

Dear . N.VENKATESH

Welcome to Infosys!

It is a time of transformation for us,under the direction of new leadership. In our new journey,learnability our values and the deeply-held ,trusted relationships with our clients continue to be the cornerstones of our organization.

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 Sep08,2019.

### Location

Your location of training is **MYSORE**, India. The location of posting would be communicated to you up on 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

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the class room training will be based on the business requirements. 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

### Compensation and Benefits

#### Salary

Your Total Gross Salary during training will be INR 22,500 per month and Total Gross Salary post training will be INR 27,084 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure-I and Annexure-II.



January 5, 2019

**BAJANTHRILU VIJAY KUMAR**  
C/o Siddharth Group of Institutions,  
Siddharth Nagar, Narayanavanam Road,  
Narayanavanam, Puttur - 517581

**Subject: Offer of Apprenticeship with DND Global Technology & Solutions**

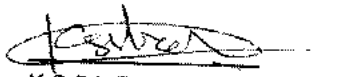
We are pleased to offer you an apprenticeship opportunity with DND Global Technology & Solutions, a subsidiary of DND Technology solutions Pvt.Ltd.


This apprenticeship opportunity will commence from 4th JUNE , 2020. 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 JUNE , 2020, 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



MEDITAB

Dear Mr. P Vinaykumar,

8 Feb 2020

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 **9<sup>th</sup> April 2020**. 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)
- 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

HRD/31 17-18/1151170  
Mr. A.A.VINOTH KUMAR  
2-13, K.R.Koil Street,  
Ekambarakuppam(V), Nagari(M),  
Chittoor(D), A.P, Pin-517592,

Infosys

5/6/19

April 26,2019

Dear . A.A.VINOTH KUMAR

Welcome to Infosys!

It is a time of transformation for us,under the direction of new leadership. In our new journey,learnability,our values and the deeply-held ,trusted relationships with our clients continue to be the cornerstones of our organization..

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 Sep08,2019.

### Location

Your location of training is **MYSORE**, India. The location of posting would be communicated to you up on 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

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the class room training will be based on the business requirements. 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.

### Compensation and Benefits

#### Salary

Your Total Gross Salary during training will be INR 22,500 per month and Total Gross Salary post training will be INR 27,084 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure-I and Annexure-II.



12/12/2019



**DVG**  
TECH SOLUTIONS

DR. G. YASWANTH, CHAIRMAN



**G Yaswanth**

**IT RECRUITER**

**EMP ID : DVG010**

May 24<sup>th</sup> 2021

**APPOINTMENT LETTER**

Dear **Yogesh**,

Subsequent to the interactions we have had with you, we are delighted to offer you the position of QA Tester on the following terms and conditions:

1. You are appointed as **QA Tester** in our organization and your remuneration will be **INR. 3,20,095/-** (Three Lakhs Twenty Thousand and Ninety rupees only) per annum which includes both fixed and variable pay. Please refer Annexure I for a break of your remuneration. The salary will be subject to adjustments pursuant to the Company's employee compensation policies in effect from time to time.
2. Your appointment will be effective from **June 1<sup>st</sup> 2021**
3. Your appointment is contingent upon your executing Company's Non-disclosure agreement, Non-compete agreement and standard agreement of employment.
4. **Withholding Taxes:** All forms of compensation referred to in this letter and the annexure to it are subject to deduction of Income tax, Professional tax and any other taxes / deductions applicable as per the law.
5. **Background check:** Please note that your appointment is based on the documents you had submitted to us. Company, as a policy, runs an employee background check. Any adverse finding could result in necessary action by the company, including where required, termination of employment.
6. **Notice Period & Severance:**  
During your service, after confirmation, in the organization either party may terminate the services by giving Two months' notice. Any outstanding, which may be due from you will be deducted from your full and final settlement to you on separation. Adjustment of leave, early release & experience letter will be done at the discretion of the management.

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105

Phone: 044471-35260

E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. **BALIPAKU YUGANDHAR**  
SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear **BALIPAKU YUGANDHAR**,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be 1<sup>st</sup> of **JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is **Rs.2,30,000/-** per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A.ELIZABATH WARREN

**HR Manager-General**

# FOXCONN

Plot No: A-1, Sipcot Industrial Park, Sriperumbudur, Tamil Nadu 602105  
Phone: 044471-35260  
E-mail: info@foxconntech.in

## Offer Letter

26<sup>th</sup> APRIL 2019

TO

Mr. GNANASALA DEVENDRA  
SIDDHARTH INSTITUTE OF ENGG & TECH.

**Sub: Offer Letter**

Dear GNANASALA DEVENDRA,

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as " **TRAINEE ENGINEER-PRODUCTION**". Your skills and experience will be an ideal fit for our in line. However, in future based on the business exigencies, the position may be transferrable to any other location of the company.

As we discussed, your starting date will be **1<sup>st</sup> of JULY 2019** and you shall report to our Head Office at 09.00 am. The starting salary is Rs.2,30,000/- per year and is paid on a monthly basis. This is considered as a cost to the company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund offers a flexible paid-time-off plan which includes vacation, personal, and sick leave.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the documents which are already informed to you through phone call at the time of Joining and submit these documents to the HR Department on the day you join our organization.

ALL THE BEST,



A. ELIZABATH WARREN

**HR Manager-General**





Kloudone/TCF/20-20

November 10th, 2020

Dear Endluru Kiran Kumar,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)

**India:** 25 and 15 3rd F Sreshta Kamala, Rukmani Rd, Kalakshetra, Beasant Nagar, Chennai - 600090  
**US Address:** 1730 Brandywood way, El Dorado Hills, CA 95762, USA



January 5, 2019

P.DHILEEP 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, a subsidiary of DND Technology solutions Pvt.Ltd.

This apprenticeship opportunity will commence from **4th JUNE , 2020**. 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 JUNE , 2020**, 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**



# ROCKMAN



Dated: 16.10.2019

RIT/HR/DET/OCT/0028/2019

Mr. S Dileep,  
3-67, MSVM Puram,  
Nindra, Elakatur, Chittoor,  
Andhra Pradesh - 517591.

Sub. APPOINTMENT AS DIPLOMA ENGINEER TRAINEE

Mr. S Dileep,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in our organization at our ROCKMAN Tirupati Plant as Diploma Engineer Trainee w.e.f 16.10.2019 on the following terms and conditions:-

1. You will be on training for a period of one year from the date you join us. You will be absorbed in the service only if your performance is found satisfactory during the period of training. The period of training however may be extended depending on your performance, attendance and bearing at the sole discretion of the management till such time you get letter of absorption, you will be deemed to be on training.
2. During the training period you will be paid stipend monthly of Rs. 17,000/-
3. No other allowances, perquisites and benefits will be paid to you during the training period.
4. During the training period your services may be terminated by giving 15 days notice in writing or 15 days Gross salary in lieu thereof from either side.
5. Your training are liable to be transferred from one office / unit to another office / unit whether existing or to be set up in future or whether situated in the same premises, locality, city or outside. The terms and conditions applicable to your category of Trainees in the new office / unit shall also apply to you. In the event of not joining your training at the place to which you are transferred within 8 days of the receipt of your transfer orders, you shall be deemed to have relinquished your training at your own accord.
6. You will carry out all instructions of your Superiors with regard to your work and carry out diligently and earnestly all duties or work that may be assigned to you from time to time.
7. You will conform to the Company's expected standards of discipline regarding which specific rules / orders may be laid down from time to time, or as understood by convention as Company's norms. You will in all respects be governed by the Certified Standing Order / Service Rules of the company and all other instructions / orders as applicable to your rank / category of trainees from time to time.
8. You will devote your whole time during office hours in the work of the company and will not directly or indirectly undertake any other business or work honorary or remunerative without prior permission of the Director or any other authorized person whether individually or in combination with other, during the course of your training with us.

ROCKMAN INDUSTRIES LTD.

Regd. Office: A-7, Focal Point, Ludhiana - 141 010 (Punjab), India  
CIN No. U29230PB2008PTC046303

Works: APIIC Industrial Park, Pagali (Village), Yerpedu (Mandal)  
Tirupati, Chittoor (Dist.), Andhra Pradesh - 517 619, India

W: www.rockman.in



STRICTLY PERSONAL

Date : September 2, 2019

Name : P.MOHAN

Location : Bengaluru

Sub: Letter of Intent

Dear P.MOHAN,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,



Authorized Signatory  
Human Resources Department

# Bada Business

An Initiative By Dr. Vivek Bindra



**A R Jawaahar**  
Business Consultant

[www.badabusiness.com](http://www.badabusiness.com)

# Bada Business

An Initiative By Dr. Vivek Bindra

Emp. ID	3615
DOB	04-12-1997
Phone No.	+91 7997225427
Blood Group	A+
Emergency No.	+91 7997225427

\*If This Card Is Found, Please Inform\*

Bada Business Pvt. Ltd.  
# 721A, 1st Main Road, Stage-1  
HBR Layout, Bengaluru,  
Karnataka-560 043



Authorized Signatory

[www.badabusiness.com](http://www.badabusiness.com)



# RISING STARS MOBILE INDIA PRIVATE LIMITED

Ref: RSMIPL/AP/HR/OFR/2019/83

Date: 19-04-2019

To,

Mr. KATTA MURALIKRIAHNA,  
Siddharth Institute of Eng & Tech.  
Puttur.

Dear KATTA MURALIKRIAHNA,

Sub: Offer Letter for the Position of "GRADUATE ENGINEER TRAINEE"

With reference to drive conducted at our office through online mode of interview you had with us, you have cleared the Written, Technical & HR Round. We wish to inform you that you have been selected for the position "Graduate Engineer Trainee" in our Organization and your annual CTC will be Rs.159480/- (Rupees One Lakh Fifty Nine Thousand Four Hundred and Eighty Only) as per Annexure-1. The detailed appointment order with terms & conditions will be given to you at the time of your joining.

Please sign and return the duplicate copy of this letter in token of acceptance of this offer and we look forward to your joining us 08-Sep-2021. We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

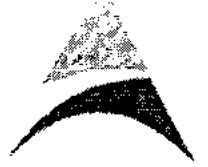
For Rising Stars Mobile India Private Limited

  
Authorised Signatory

I accept the position being offered by Rising Stars Mobile India Private Limited., On this date

M. Muralikrishna and I will join on 26/06/2021

STRICTLY PERSONAL



Date : September 2, 2019

Name : E. PARTHASARADHI

Location : Bengaluru

Sub: Letter of Intent

Dear ESALAPURAM PARTHASARADHI,

With reference to your application and interview, we are pleased to inform you that you have been selected for the post of "Customer Care Executive" in our organization. You shall report to duty on **September 2, 2019 at 10.30 a.m.**

Your annual consolidated salary will be a CTC of **Rs 189000/- per annum** and that would be fixed and the break-up of the salary is available in the annexure. You will be on probation for six months from the date of joining. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photographs.

You will be entitled for other benefits such as Provident Fund and Gratuity etc. as per the rules of the company.

Your appointment will be subject to your medical fitness as certified by the Medical Practitioner nominated by the Company.

A regular letter of appointment will be issued to you at the time of your joining.

We look forward to your joining us and building a long and successful career with us.

With warm regards,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department



Kloudone/TCF/20-20

November 10th, 2020

Dear Dhandu Prashanth,

We are delighted to extend you and offer to join us as Associate Sales force developer with a target start date of November 11<sup>th</sup>, 2020. The financial details of the offer are as follows:

- CTC – 3 L PA. [this will be subject to PF deduction and other statutory deductions, tax, etc. that are mandated by the Government]
- Wifi / Work from Home allowance of 1,000 Rs PM. We would expect you to choose a highly reliable service so that you can participate effectively in the current WFH (Work from Home) model we operate in. In addition, you will be eligible to benefits offered by the company like Medical

Our decision to make you an offer was based on (1) your excellent performance as a trainee (2) feedback from your coaches, and (3) your work ethic and professionalism.

We take great pride in our employees and we look forward to joining our team of highly capable and committed team members. We sincerely hope you consider accepting our offer. If you have any questions or need clarification, you may reach out to us. We would like to wish you a very successful professional career.

We would like to wish you, your family and friend's health and wellness.

Thanks and Regards,

Dr. Lakshmi Priya  
HR Manager  
Human Resource Management Team  
[lakshmi.priya@kloudone.com](mailto:lakshmi.priya@kloudone.com)  
[www.kloudone.com](http://www.kloudone.com)



**MEDITAB**

Dear Mr. I. Saiganesh,

8 Feb 2020

**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 **9<sup>th</sup> April 2020**. 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)
- 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 Software (I) Pvt. Ltd. • 219/A, 2<sup>nd</sup> floor, Kalasagar shopping hub,





21<sup>st</sup> December, 2020

**Nali Suneel**  
**door no 1-34 olluru village and post**  
**k v b puram mandal**  
**andhra pradesh**

**Sub: Offer & Appointment Letter**

Dear **Nali Suneel**,

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **5<sup>th</sup> January, 2021 at 9:00 A.M** at the following address, **HCL Technologies Ltd, ELCOT SEZ, Plot 5 & 7, Ilandhaikulam, Madurai - 625020**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in **HCL TECH LTD. - IOMC**. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.6 Lacs per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2019 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

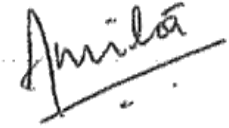
[www.hcl.com](http://www.hcl.com)

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL TECH LTD. - IOMC,**



**Amrita Das**

**Vice President, Head-Global Rewards**

## Annexure I

<b>COMPENSATION PLAN</b>	
<b>NAME</b>	Nali Suneel
<b>BAND</b>	E1
<b>DESIGNATION</b>	Graduate Engineer Trainee
<b>CITY</b>	Madurai
<b>Monthly Components (in INR)</b>	
Basic Salary	13,000.00
House Rent Allowance	3,942.00
Advance Statutory Bonus	1,989.00
<b>TOTAL: Monthly</b>	<b>18,931.00</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>2,27,172.00</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	18,720.00
Medical Insurance Premium/ESIC	6,607.00
Gratuity	7,500.00
<b>TOTAL : Retirals</b>	<b>32,827.00</b>
<b>COST TO COMPANY</b>	<b>2,59,999.00</b>
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Term life Insurance Cover	20,00,000.00
Disability cover due to accident (upto)	18,00,000.00
<b>NOTE:</b>	
1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

## Annexure II

### Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

#### 1. Location:

Your place of work will be located at **Madurai**.

#### 2. Commencement of Employment:

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

#### 3. Medical Checkup:

Your employment is subject to you being declared medically fit by the company doctor.

#### 4. Probation

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability..

#### 5. HCL Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

## **6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

## **7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

## **8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

## **9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

#### **10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

#### **11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

#### **12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

#### **13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

#### **14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

#### **15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

#### **16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

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 **HCL TECH LTD. - IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**18. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.



The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**19. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**20. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

**21. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

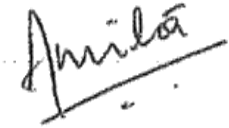
[www.hcl.com](http://www.hcl.com)

**22. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

For HCL TECH LTD. - IOMC,



**Amrita Das**

**Vice President, Head-Global Rewards**

**21<sup>st</sup> December, 2020**

I confirm receipt of and accept the above Terms & Conditions of Employment.

## Annexure III

**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus

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You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:




**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

## ANNEXURE IV

### EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

. **Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

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- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: door no 1-34 olluru village and p[ostk v b puram mandalandhra pradesh**

**Email ID: nalisuneel14423@gmail.com**

**Telephone Number: +91 8919628423**



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**Offer Release Date: January 14, 2020**

**THEJASWI P**

**Nagari**

” ”

**Andhra Pradesh, India, 517590**

**Sub: Offer & Appointment Letter**

**Dear THEJASWI P,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC (“HCL” or “Company”)**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on January 27, 2020 at **9:00 A.M** at the following address, **Chennai-AMB-6, Amb. Ind. Est., MTH Rd, 8**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC**. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **18 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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You need to have cleared all the subjects & should be a pass out of **2019 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC**. will stand withdrawn without any liability.  
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**



Amrita Das

Vice President, Head-Global Rewards

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**Annexure 1**

<b>COMPENSATION PLAN</b>	
<b>Band</b>	E1
<b>Entity</b>	Infra
<b>Category</b>	Delivery
<b>City</b>	Chennai
<b>Monthly Components (in INR)</b>	
Basic Salary	13,000
House Rent Allowance	3,806
Advance Statutory Bonus	1,877
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
<b>TOTAL: Monthly</b>	<b>18,683</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>224,200</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	18,720
Medical Insurance Premium/ESIC	9,580
Gratuity	7,500
<b>TOTAL : Retirals</b>	<b>35,800</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
<b>TOTAL: Variable Components</b>	<b>-</b>
<b>COST TO COMPANY</b>	<b>260,000</b>
<b>Flexi Basket Details</b>	
	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>

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*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (up to)	1,800,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

### Annexure II

#### **Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

#### **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est., MTH Rd, 8.**

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

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### 3. Medical Checkup:

Your employment is subject to you being declared medically fit by the company doctor.

### 4. Probation

- a) You shall be on probation for a period of **15 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

### 5. HCL Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

### 6. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

### 7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

### 8. Agreements:

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You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### 9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

### 10. Working Hours:

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

### 11. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

### 12. Deputation/ Transfer:

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

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### 13. Retirement:

You will retire from service on attaining superannuation at the age of 55 years.

### 14. Other benefits:

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

### 15. Transport Facility

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

### 16. IP, Copyright, Inventions and Patents

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

### 17. Data Protection:

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 18. Exclusivity of service

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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 **HCL TECH LTD. - IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

### **19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons. You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

### **20. Rules, Policies, Procedures:**



## HCL TECHNOLOGIES LTD.

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The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

### **21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

### **22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

### **23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**

**January 14, 2020**

**HCL TECHNOLOGIES LTD.**

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Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms &amp; Conditions of Employment.

**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

**Please Note –**

- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)

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2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), EcLOT-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL TECHNOLOGIES IT CITY NEAR CHACK GAJARIA FARMS SULTANPUR ROAD GATE NO.1 Tower SDC-01 SECOND FLOOR INDUCTION ROOM LUCKNOW.
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

### ANNEXURE IV

#### EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

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- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

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- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Nagari**

'' ''

**Andhra Pradesh, India, 517590**

**Email ID: tejasshwe@gmail.com**

**Telephone Number: +91 9440843811**

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Ref:549314/1125526/ELTP

13-Feb-2019

**A G GAGANACHANDRA,**

**Subject: Offer of Appointment**

**Dear Mr A G GAGANACHANDRA**

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 Software Engineer** on U1 under **ELTP Scheme.**
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.The training program called '**Entry Level Integrated Training and Enablement\* (ELITE)** will include classroom training as well as on•the•lob 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 of notice.
3. Unless Informed In writing of the extension of 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 remuneration while on probation has been detailed In **Annexure A.** Upon confirmation, your 'Annual Total Cash Compensation' will be **Indian Rupees 307,000 (Rupees Three Lac Seven Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
- 5, Your remuneration package Is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer Is valid subject to your fulfilling the following:-
  - the academic criteria of minimum aggregate of 60% or as communicated to you in your academic course:
  - meeting the set eligibility criteria at the end of your academic course
  - meeting eligibility criteria for any Company organized training Imparted prior to your date of joining and
  - submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,001•(Rupees One Lakh Only).** As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining.

Sinoncly



IGEL FRANKLIN  
HUMAN RESOURCES  
(IAuthorized Signatory)



**A Hari prasad****Sub: Letter of Offer**Dear **A Hari Prasad**,

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"**.

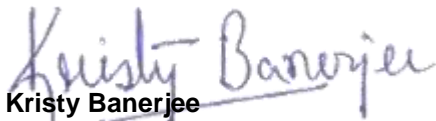
We welcome you to a pursuit of excellence with **Foiwe**.

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**

<b>NAME</b>	<b>A Hari Prasad</b>	
<b>DESIGNATION</b>	<b>Systems Analyst</b>	
<b>SALARY COMPONENT</b>	<b>Compensation Rs. Per Annum</b>	<b>Compensation Rs. Per Month</b>
<b>A : Basic Salary</b>		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
<b>B : Non Basic Salary</b>		
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
<b>GROSS SALARY (A+B)</b>	219,864.00	18,322.00
<b>C : Others</b>		
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
<b>TOTAL COST TO COMPANY (CTC)</b>	238,476.00	19,873.00

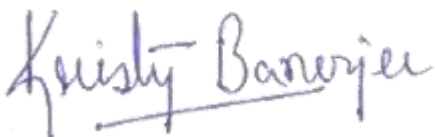
**NOTE:**

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  
A Hari Prasad**

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: 05th December 2018

To,  
B Harshitha

**Sub: - OFFER LETTER**

Dear B Harshitha,

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** : B Harshitha  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	-	<b>2,80,600</b>

\*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 2019**

**Name: C Bhanu Prakash Reddy**

**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 2019**

**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: 05th December 2018

To,  
C Harish

**Sub: - OFFER LETTER**

Dear C Harish,

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** : C Harish  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	-	<b>2,80,600</b>

\*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

Letter of Intent

20 February 2019

**CHANDRA.PADMAJA**  
Siddharth Institute of Engineering & Technology  
Chittoor

Dear **CHANDRA.PADMAJA**,

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](mailto: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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**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](http://www.hexaware.com)

**Date: 27th Feb 2019**

**Name: D Harinath Reddy**

**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 2019**

**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 Mounika****Sub: Letter of Offer**Dear **D Mounika**,

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"**.

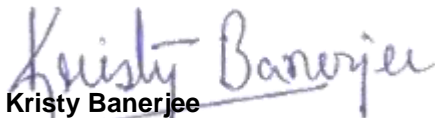
We welcome you to a pursuit of excellence with **Foiwe**.

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

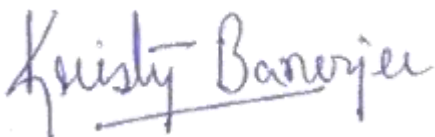
**ANNEXURE A**

<b>NAME</b>	<b>D Mounika</b>	
<b>DESIGNATION</b>	<b>Systems Analyst</b>	
<b>SALARY COMPONENT</b>	<b>Compensation Rs. Per Annum</b>	<b>Compensation Rs. Per Month</b>
<b>A : Basic Salary</b>		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
<b>B : Non Basic Salary</b>		
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
<b>GROSS SALARY (A+B)</b>	219,864.00	18,322.00
<b>C : Others</b>		
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
<b>TOTAL COST TO COMPANY (CTC)</b>	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  
D Mounika**

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 : \_\_\_\_\_

26-Nov-2018

Dear Dilliraj M,  
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: Dilliraja M Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>60%</del> 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://lonecognizant.cognizant.com>->Total Rewards App for more details

Ref:549314/1125526/ELTP

13-Feb-2019

**Dinakar S,**

**Subject: Offer of Appointment**

**Dear Mr Dinakar S**

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 Software Engineer** on U1 under **ELTP Scheme.**
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.The training program called '**Entry Level Integrated Training and Enablement\* (ELITE)** will include classroom training as well as on•the•lob 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 of notice.
3. Unless Informed In writing of the extension of 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 remuneration while on probation has been detailed In **Annexure A.** Upon confirmation, your 'Annual Total Cash Compensation' will be **Indian Rupees 307,000 (Rupees Three Lac Seven Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
- 5, Your remuneration package Is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer Is valid subject to your fulfilling the following:-
  - the academic criteria of minimum aggregate of 60% or as communicated to you in your academic course:
  - meeting the set eligibility criteria at the end of your academic course
  - meeting eligibility criteria for any Company organized training Imparted prior to your date of joining and
  - submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,0001• (Rupees One Lakh Only).** As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining.

Sinoncly



IGEL FRANKLIN  
HUMAN RESOURCES  
(IAuthorized Signatory)

HRD/3T/11-12/NIOT-168

May 25, 2019

Mr. E SATHYARAJ

Dear E SATHYARAJ,

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 30, 2019**

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).

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**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /  
Systems Engineer - Trainee**

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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.

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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.

*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. E SATHYARAJ			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
	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	
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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. E SATHYARAJ			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>18,226</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)				902
GRATUITY - 4.81% of (Basic + DA)				362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>19,565</b>
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>22,500</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>22,011</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>21,522</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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 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 1<sup>st</sup> 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](mailto: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](http://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 25, 2019

Mr. GANESH CINTHAKAYALA

Dear GANESH CINTHAKAYALA,

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 30, 2019**

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).

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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.GANESH C			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
	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	
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.GANESH C		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
<b>1. MONTHLY COMPONENTS</b>				
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		
<b>MONTHLY GROSS SALARY</b>		<b>18,226</b>		
<b>2. ANNUAL COMPONENT</b>				
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		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)		902		
GRATUITY - 4.81% of (Basic + DA)		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>19,565</b>		
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>		<b>22,500</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>		<b>22,011</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>		<b>21,522</b>		
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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 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 1<sup>st</sup> 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 1<sup>st</sup> 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](mailto: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](http://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 25, 2019

Mr. HARUN KUMAR M

Dear HARUN KUMAR M,

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 30, 2019**

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).

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**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /  
Systems Engineer - Trainee**

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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.

*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. HARUN KUMAR M			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
	<b>At an indicative Payout of 15 %</b>	<b>At an indicative Payout of 12.5 %</b>	<b>At an indicative Payout of 10 %</b>	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	3,533	2,944	2,355	
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*

**Annexure II (Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. HARUN KUMAR M		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
<b>1. MONTHLY COMPONENTS</b>				
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		
<b>MONTHLY GROSS SALARY</b>		<b>18,226</b>		
<b>2. ANNUAL COMPONENT</b>				
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		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)		902		
GRATUITY - 4.81% of (Basic + DA)		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>19,565</b>		
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>		<b>22,500</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>		<b>22,011</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>		<b>21,522</b>		
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*



**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 1<sup>st</sup> 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 1<sup>st</sup> 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](mailto: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](http://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.

26-Nov-2018

Dear Hemanth Kumar B,  
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: Hemanth Kumar B Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>of</del> 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://lonecognizant.cognizant.com>->Total Rewards App for more details



## **APPOINTMENT LETTER**

**May 25, 2019**

Dear **HEMA SREE N**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### **5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**    /   /   

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**  / /

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : HEMA SREE N**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:     /     /    

Signature:.....

Registered Office:

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY • SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Date: 05th December 2018

To,  
J Lakshmi Teja

**Sub: - OFFER LETTER**

Dear J Lakshmi Teja,

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** : J Lakshmi Teja  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	-	<b>2,80,600</b>

\*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

J Lokesh

**Sub: Letter of Offer**Dear **J Lokesh**,

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"**.

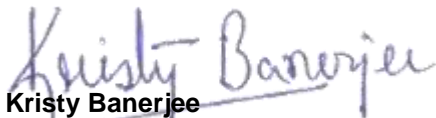
We welcome you to a pursuit of excellence with **Foiwe**.

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 2019

**ANNEXURE A**

<b>NAME</b>	<b>J Lokesh</b>	
<b>DESIGNATION</b>	<b>Systems Analyst</b>	
<b>SALARY COMPONENT</b>	<b>Compensation Rs. Per Annum</b>	<b>Compensation Rs. Per Month</b>
<b>A : Basic Salary</b>		
Basic	70,008.00	5,834.00
TOTAL (A)	70,008.00	5,834.00
<b>B : Non Basic Salary</b>		
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
<b>GROSS SALARY (A+B)</b>	219,864.00	18,322.00
<b>C : Others</b>		
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
<b>TOTAL COST TO COMPANY (CTC)</b>	238,476.00	19,873.00

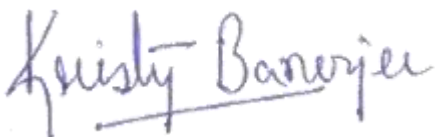
**NOTE:**

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  
J Lokesh**

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 : \_\_\_\_\_



## **APPOINTMENT LETTER**

**May 25, 2019**

Dear **HIMAJA K**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### **5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**   /  /  

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : HIMAJA K**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:     /     /    

Signature:.....

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY • SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Date: 05th December 2018

To,  
K Jashnavi

**Sub: - OFFER LETTER**

Dear K Jashnavi,

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** : K Jashnavi  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	<b>-</b>	<b>2,80,600</b>

\*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 2019**

**Name: K Jayachandra**

**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 2019**

**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**

K Jhansi

**Sub: Letter of Offer**Dear **K Jhansi**,

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"**.

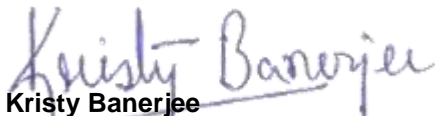
We welcome you to a pursuit of excellence with **Foiwe**.

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 2019

**ANNEXURE A**

<b>NAME</b>	<b>K Jhansi</b>	
<b>DESIGNATION</b>	<b>Systems Analyst</b>	
<b>SALARY COMPONENT</b>	<b>Compensation Rs. Per Annum</b>	<b>Compensation Rs. Per Month</b>
<b>A : Basic Salary</b>		
Basic	70,008.00	5,834.00
<b>TOTAL (A)</b>	<b>70,008.00</b>	<b>5,834.00</b>
<b>B : Non Basic Salary</b>		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
<b>TOTAL (B)</b>	<b>149,856.00</b>	<b>12,488.00</b>
<b>GROSS SALARY (A+B)</b>	<b>219,864.00</b>	<b>18,322.00</b>
<b>C : Others</b>		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
<b>TOTAL (C)</b>	<b>18,612.00</b>	<b>1,551.00</b>
<b>TOTAL COST TO COMPANY (CTC)</b>	<b>238,476.00</b>	<b>19,873.00</b>

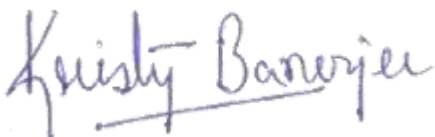
**NOTE:**

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  
K Jhansi**

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: 05th December 2018

To,  
K Poojitha

**Sub: - OFFER LETTER**

Dear K Poojitha,

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** : K Poojitha  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	<b>-</b>	<b>2,80,600</b>

\*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

HRD/3T/11-12/NIOT-168  
Mr. K VINODH KUMAR

May 25, 2019

Dear K VINODH 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 **June 30, 2019**

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).

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**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /  
Systems Engineer - Trainee**

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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. K VINODH KUMAR			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*

**Annexure II (Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. K VINODH KUMAR		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
<b>1. MONTHLY COMPONENTS</b>				
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		
<b>MONTHLY GROSS SALARY</b>		<b>18,226</b>		
<b>2. ANNUAL COMPONENT</b>				
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		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)		902		
GRATUITY - 4.81% of (Basic + DA)		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>19,565</b>		
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>		<b>22,500</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>		<b>22,011</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>		<b>21,522</b>		
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*

**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 1<sup>st</sup> 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 1<sup>st</sup> 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](mailto: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](http://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.

Letter of Intent

20 February 2019

**KARAPUDI.SISINDRI**  
Siddharth Institute of Engineering & Technology  
Chittoor

Dear **KARAPUDI.SISINDRI**,

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](mailto: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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**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](http://www.hexaware.com)



## **APPOINTMENT LETTER**

**May 25, 2019**

Dear **HANISHA L,**

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### **5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**   /  /  

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : HANISHA L**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:     /     /    

Signature:.....

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY • SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Date: 05th December 2018

To,  
L V Manikanta Raju

**Sub: - OFFER LETTER**

Dear L V Manikanta Raju,

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** : L V Manikanta Raju**Designation** : Trainee Consultant**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	<b>-</b>	<b>2,80,600</b>

\*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**

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**Sriram Thota****Director**

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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



## **APPOINTMENT LETTER**

**May 25, 2019**

Dear **LASHMI PRASANNA S,**

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

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## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### **5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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## 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**    /   /   

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**  / /

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : LAKSHMI PRASANNA S**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY • SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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**Date: 27th Feb 2019**

**Name: M Leela Rani**

**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 2019**

**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**

Letter of Intent

20 February 2019

**M.MOHAN REDDY**  
Siddharth Institute of Engineering & Technology  
Chittoor

Dear **M.MOHAN REDDY**,

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](mailto: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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**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](http://www.hexaware.com)

26-Nov-2018

Dear Manikchand T,  
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: Manikchand T Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>of</del> 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://lonecognizant.cognizant.com>->Total Rewards App for more details

26-Nov-2018

Dear Manjith T,  
B.E / B.Tech, Electronics and Electrical Engineering  
Siddharth Institute of Engineering & Technology

Candidate ID - 13937288

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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.

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## **APPOINTMENT LETTER**

**May 25, 2019**

Dear **MANOJ KUMAR D,**

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

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India C : L32102KA1945PLC020800





## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### **5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### **6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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## 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**    /   /   

**Signature:**.....

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I-----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:**   /  /  

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : MANOJ KUMAR D**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:**   /  /  

**Signature:**.....

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## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY • SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800

26-Nov-2018

Dear Murugesh Nithya,  
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: Muruges Nithya Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>10%</del> 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
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	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://lonecognizant.cognizant.com>->Total Rewards App for more details

Letter of Intent

20 February 2019

**NAGARAM.NAGARAJ**  
Siddharth Institute of Engineering & Technology  
Chittoor

Dear **NAGARAM.NAGARAJ**,

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](mailto: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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**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](http://www.hexaware.com)

**Date: 27th Feb 2019**

**Name: N Redamma**

**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 2019**

**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: 05th December 2018

To,  
P Ravi Kumar

**Sub: - OFFER LETTER**

Dear P Ravi Kumar,

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** : P Ravi Kumar  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	<b>-</b>	<b>2,80,600</b>

\*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: 05th December 2018

To,  
R Poojitha

**Sub: - OFFER LETTER**

Dear R POOJITHA,

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** : C Harish  
**Designation** : Trainee Consultant  
**Location** : Hyderabad

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,000	1,20,000.00
HRA	4,000	48,000
Other Allowance	6,000	72,000
<b>Gross Package</b>	<b>20,000.00</b>	<b>2,40,000.00</b>
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
<b>Total CTC</b>	-	<b>2,80,600</b>

\*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

26-Nov-2018

Dear Radha Krishna V R,  
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: Radha Krishna V R Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>of</del> 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

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

26-Nov-2018

Dear Raghavendra B,  
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.

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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: Raghavendra B Designation: Programmer Analyst Trainee

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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

Ref:549314/1125526/ELTP

13-Feb-2019

**Ravi Sathya velu**

**Subject: Offer of Appointment**

**Dear Mr Ravi Sathyavelu**

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 Software Engineer** on U1 under **ELTP Scheme**.
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.The training program called '**Entry Level Integrated Training and Enablement\* (ELITE)**' will include classroom training as well as on•the•lob 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 of notice.
3. Unless Informed In writing of the extension of 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 remuneration while on probation has been detailed In **Annexure A**. Upon confirmation, your 'Annual Total Cash Compensation' will be **Indian Rupees 307,000 (Rupees Three Lac Seven Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
- 5, Your remuneration package Is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer Is valid subject to your fulfilling the following:-
  - the academic criteria of minimum aggregate of 60% or as communicated to you in your academic course:
  - meeting the set eligibility criteria at the end of your academic course
  - meeting eligibility criteria for any Company organized training Imparted prior to your date of joining and
  - submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,0001• (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining.

Sinoncly



IGEL FRANKLIN  
HUMAN RESOURCES  
(IAuthorized Signatory)

26-Nov-2018

Dear Sai Kiran 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: Sai Kiran K Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA <del>10%</del> 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://lonecognizant.cognizant.com>->Total Rewards App for more details

**Date: 27th Feb 2019**

**Name: T C Sai Vignesh**

**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 2019**

**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**

HRD/3T/11-12/NIOT-168

May 25, 2019

Mr. SALEEM A

Dear SALEEM A,

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 30, 2019**

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).

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**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /  
Systems Engineer - Trainee**

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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. SALEEM A			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
	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	
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*



**Annexure II (Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in Rs. per month)				
NAME		Mr. SALEEM A		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
<b>1. MONTHLY COMPONENTS</b>				
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		
<b>MONTHLY GROSS SALARY</b>		<b>18,226</b>		
<b>2. ANNUAL COMPONENT</b>				
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		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)		902		
GRATUITY - 4.81% of (Basic + DA)		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>19,565</b>		
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>		<b>22,500</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>		<b>22,011</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>		<b>21,522</b>		
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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.				

*Nava*

**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 1<sup>st</sup> 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 1<sup>st</sup> 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](mailto: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](http://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.

Ref:549314/1125526/ELTP

13-Feb-2019

**SAMITA DAMU,**

**Subject: Offer of Appointment**

**Dear Mr SAMITA DAMU**

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 Software Engineer** on U1 under **ELTP Scheme.**
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.The training program called '**Entry Level Integrated Training and Enablement\* (ELITE)** will include classroom training as well as on•the•lob 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 of notice.
3. Unless Informed In writing of the extension of 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 remuneration while on probation has been detailed In **Annexure A.** Upon confirmation, your 'Annual Total Cash Compensation' will be **Indian Rupees 307,000 (Rupees Three Lac Seven Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
- 5, Your remuneration package Is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer Is valid subject to your fulfilling the following:-
  - the academic criteria of minimum aggregate of 60% or as communicated to you in your academic course:
  - meeting the set eligibility criteria at the end of your academic course
  - meeting eligibility criteria for any Company organized training Imparted prior to your date of joining and
  - submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,0001• (Rupees One Lakh Only).** As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining.

Sinoncly



IGEL FRANKLIN  
HUMAN RESOURCES  
(IAuthorized Signatory)

Ref:549314/1125526/ELTP

13-Feb-2019

**SIRIPIREDDY DILLIP,**

**Subject: Offer of Appointment**

**Dear Mr SIRIPIREDDY DILLIP**

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 Software Engineer** on U1 under **ELTP Scheme.**
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.The training program called '**Entry Level Integrated Training and Enablement\* (ELITE)**' will include classroom training as well as on•the•lob 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 of notice.
3. Unless Informed In writing of the extension of 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 remuneration while on probation has been detailed In **Annexure A.** Upon confirmation, your 'Annual Total Cash Compensation' will be **Indian Rupees 307,000 (Rupees Three Lac Seven Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
- 5, Your remuneration package Is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer Is valid subject to your fulfilling the following:-
  - the academic criteria of minimum aggregate of 60% or as communicated to you in your academic course:
  - meeting the set eligibility criteria at the end of your academic course
  - meeting eligibility criteria for any Company organized training Imparted prior to your date of joining and
  - submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,0001• (Rupees One Lakh Only).** As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining.

Sinoncly



IGEL FRANKLIN  
HUMAN RESOURCES  
(IAuthorized Signatory)

HRD/3T/11-12/NIOT-168

May 25, 2019

Mr. C M SIVA PRASAD REDDY

Dear C M SIVA PRASAD REDDY,

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 30, 2019**

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).

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**Annexure to your Offer of Employment [HRD/3T/11-12/NIOT-168] as Systems Engineer /  
Systems Engineer - Trainee**

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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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. C M SIVA PRASAD REDDY			
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>21,978</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>				<b>23,551</b>
<b>4. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>				<b>27,084</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>				<b>26,495</b>
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>				<b>25,906</b>
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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. C M SIVA PRASAD REDDY		
ROLE / ROLE DESIGNATION		Systems Engineer / Systems Engineer - Trainee		
<b>1. MONTHLY COMPONENTS</b>				
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		
<b>MONTHLY GROSS SALARY</b>		<b>18,226</b>		
<b>2. ANNUAL COMPONENT</b>				
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		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + DA)		902		
GRATUITY - 4.81% of (Basic + DA)		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>19,565</b>		
<b>5. INCENTIVE COMPONENTS</b>				
		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
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>		<b>22,500</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)</b>		<b>22,011</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>		<b>21,522</b>		
<b>OTHER BENEFITS</b>				
<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>
<b>SALARY LOAN</b> (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 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 1<sup>st</sup> 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 1<sup>st</sup> 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](mailto: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](http://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.



Letter of Intent

20 February 2019

**SIVASANKARA.BATTALA**  
Siddharth Institute of Engineering & Technology  
Chittoor

Dear **SIVASANKARA.BATTALA**,

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](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,  
For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

**Monica Mathur**  
Associate Vice President, Recruitment



**Date: 27th Feb 2019**

**Name: T Amani**

**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 2019**

**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 2019**

**Name: T Harish**

**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 2019**

**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**

T Hemalatha

**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"**.

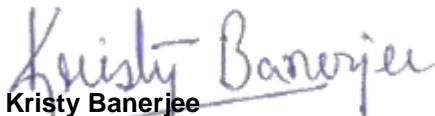
We welcome you to a pursuit of excellence with **Foiwe**.

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. **Annexture A**  
2. **Annexture B**  
3. **Annexture C**

Date : 27 Dec 2019

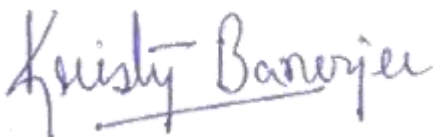
**ANNEXURE A**

<b>NAME</b>	<b>T Hemalatha</b>	
<b>DESIGNATION</b>	<b>Systems Analyst</b>	
<b>SALARY COMPONENT</b>	<b>Compensation Rs. Per Annum</b>	<b>Compensation Rs. Per Month</b>
<b>A : Basic Salary</b>		
Basic	70,008.00	5,834.00
<b>TOTAL (A)</b>	<b>70,008.00</b>	<b>5,834.00</b>
<b>B : Non Basic Salary</b>		
HRA	56,004.00	4,667.00
Flexi Basket	12,648.00	1,054.00
Productivity Bonus	81,204.00	6,767.00
<b>TOTAL (B)</b>	<b>149,856.00</b>	<b>12,488.00</b>
<b>GROSS SALARY (A+B)</b>	<b>219,864.00</b>	<b>18,322.00</b>
<b>C : Others</b>		
Provident Fund - Employer Contribution	10,740.00	895.00
ESI Contribution	4,512.00	376.00
Gratuity	3,360.00	280.00
<b>TOTAL (C)</b>	<b>18,612.00</b>	<b>1,551.00</b>
<b>TOTAL COST TO COMPANY (CTC)</b>	<b>238,476.00</b>	<b>19,873.00</b>

**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  
T Hemalatha**

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 : \_\_\_\_\_



*Job Offer Letter*

Date: 08 Nov 2020

**Mr. VUPPALA SANDEEP,**  
12-3-323, Tilak road, Tirupati-517501,  
Andhra Pradesh  
Email: [imsandeep666@gmail.com](mailto:imsandeep666@gmail.com)  
Phone: 9553942015

RE: LETTER OF OFFER OF EMPLOYMENT – *Trainee, Automation Engineer*

Dear **Mr. VUPPALA SANDEEP,**

Following our recent discussions, we are delighted to offer you the position of *Trainee-Automation Engineer with Aark Automation*. If you join **Aark Automation**, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of **Automation**.

As a member of *Aark Automation* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the code of conduct, products, actions, advice and results that you provide as a representative of *Aark Automation*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Your Performance evaluation will be conducted based on Sales targets achievement and zero return complaints

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: **Trainee**

Department: **Automation**

Job description: **Trainee, Automation Engineer**

Joining date: 11<sup>th</sup> Nov 2020

Salary(CTC): **INR 8000.00/- PM**

Statutory compliance: ESIC, EPFO & TDS and Annual Income tax based on govt policy

Probation: *6 months from the date of joining as per the company policy.*

**Other work:** 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 (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

**Conflict of Interest:** You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

**Confidential Information:** You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

**Contract/Bond with Previous Employers:** It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice period of 2 months in writing to either party with notice that complies with company policy.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,  
*B Praveen Reddy*  
*Managing Partner*  
*Aark Automation*

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Job Applied for

\_\_\_\_\_  
Joining Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Terms and conditions of employment can be included in a letter of offer, as shown here. Or they can be set out in an “Employment Agreement.” See the Sample Employment Agreement for an example.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184319866/Bangalore**  
**Date: 23/06/2019**

Mr. Ramprasad Reddy Polireddy  
3-1-DPolireddy Gari Palli, Anumpalli.,  
Sibyala,  
Rayachoti-516269,  
Andhrapradesh.  
Tel# -9703582330

Dear Ramprasad Reddy Polireddy,

**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 ₹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,



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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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.

**TCS Confidential**

**TCSL/DT20184319866**

**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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **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**

<b>Name</b>	<b>Ramprasad Reddy Polireddy</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**Offer Release Date:October 11, 2019**

**Gangaraju Sai Vandhana**

Andhra Pradesh, India, .

**Sub: Offer & Appointment Letter**

**Dear Gangaraju Sai Vandhana,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on October 15, 2019 at **9:00 A.M** at the following address, **Noida-Sec-3, A-9**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC**. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **18 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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[www.hcltech.com](http://www.hcltech.com)

[www.hcl.com](http://www.hcl.com)

You need to have cleared all the subjects & should be a pass out of **2019 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC**. will stand withdrawn without any liability.  
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**



**Amrita Das**

**Vice President, Head-Global Rewards**

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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**Annexure 1**

<b>COMPENSATION PLAN</b>	
<b>Band</b>	E1
<b>Entity</b>	Infra
<b>Category</b>	Delivery
<b>City</b>	Noida
<b>Monthly Components (in INR)</b>	
Basic Salary	13,000
House Rent Allowance	3,806
Advance Statutory Bonus	1,877
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
<b>TOTAL: Monthly</b>	<b>18,683</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>224,200</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	18,720
Medical Insurance Premium/ESIC	9,580
Gratuity	7,500
<b>TOTAL : Retirals</b>	<b>35,800</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
<b>TOTAL: Variable Components</b>	<b>-</b>
<b>COST TO COMPANY</b>	<b>260,000</b>
<b>Flexi Basket Details</b>	
	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>



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*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (up to)	1,800,000

### **NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

## Annexure II

### **Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

#### **1. Location:**

Your place of work will be located at **Noida-Sec-3, A-9**.

#### **2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

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### 3. Medical Checkup:

Your employment is subject to you being declared medically fit by the company doctor.

### 4. Probation

- a) You shall be on probation for a period of **15 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

### 5. HCL Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

### 6. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

### 7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

### 8. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### 9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

### 10. Working Hours:

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

### 11. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

### 12. Deputation/ Transfer:

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

### 13. Retirement:

You will retire from service on attaining superannuation at the age of 55 years.

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### 14. Other benefits:

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

### 15. Transport Facility

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

### 16. IP, Copyright, Inventions and Patents

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

### 17. Data Protection:

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 18. Exclusivity of service

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

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without the consent of **HCL TECH LTD. - IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

### **19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons. You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

### **20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and

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procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

### **21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

### **22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

### **23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**

**October 11, 2019**

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Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms &amp; Conditions of Employment.

**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

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List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel,



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		Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

### ANNEXURE IV

#### EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

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- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

[www.hcl.com](http://www.hcl.com)

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address:** . .

” ”

**Andhra Pradesh, India, .**

**Email ID: vandhana926@gmail.com**

**Telephone Number: +91 9966006710**

**Intent to Offer****This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear Sambasivarao Devarapalli,  
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**

**Encl: Annexure**

**ANNEXURE A**

**SALARY DISTRIBUTION**

<b>Name : Sambasivarao Devarapalli</b>			
<b>Designation : Associate Consultant</b>	-		
<b>Band : AC1</b>	-		
<b>Pay and Allowances</b>	<b>%</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay (A)	<u>40%</u>	9,033	108,400
HRA (B)	<u>50%</u>	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
<b>Sub-Total - I (H)</b>	<b><u>100%</u></b>	<b>25,433</b>	<b>305,200</b>
	-		
<b>Reimbursements and Other Benefits</b>	-		
Leave Travel Assistance	-	400	4,800
<b>Sub-Total - II</b>	-	<b>400</b>	<b>4,800</b>
	-		
<b>Total Compensation (I + II)</b>	-	<b>25,833</b>	<b>310,000</b>

**ANNEXURE B**

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

08-Jul-2019

Dear R Srinithi,  
B.Tech/B.E., Computer Science & Engineering  
Siddharth Institute of Engineering and Technology



**Candidate ID** – 13447651

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.21,005/-** 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.21,755/-** 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:** R Srinithi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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

Edit



10

**BE YOURSELF,  
MAKE A DIFFERENCE.****accenture****Strictly Private and Confidential**

15-Nov-2019

**Theja Vaddi**

CX364453

3/74,voosurvari palli(v),jangavandla palli(p),bommaiahgari palli(g),rompicherla(m)

9553988745

Dear Theja,

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

**Role - Application Development Associate****Career Level - Career level - 12****Talent Segment - Software Engineering**

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% or 6.5 CGPA or more, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter "program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Version 10.0 (Oct 2019)

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Candidate's Signature \_\_\_\_\_

Reference Id: b11306dc-1122-4e1b-b6cc-5926b940d8e0\_1  
Signed By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning Incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.



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**TATA** CONSULTANCY SERVICES



**UDAY  
BOMMADI**

Card No 603728

Associate No 1674960

Blood Group O+

**Tata Consultancy Services Ltd.**

TCS House, Raveline Street, Fort  
Mumbai 400001, India



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163735892/Hyderabad**  
**Date: 09/10/2018**

Mr. Uday Kumarreddy Bommadi  
Srs GroundPuttur Highway,  
Highway,  
Tirupathi-517583,  
Andhra Pradesh.  
Tel# 91-6309591715

Dear Uday Kumarreddy Bommadi,

**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 assigned a role in the **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements 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/DT20163735892**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹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,



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/DT20163735892

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

<b>Name</b>	<b>Uday Kumarreddy Bommadi</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Ref: 706425/1709244/ELTP

23-JUL-2019

**Mr. Venkata Manikanta Tanguturi**  
**Nandalur (Ap) - 516150**  
**Mobile: 9491422721**

**Subject: Offer of Appointment**

Dear **Mr. Venkata Manikanta Tanguturi**

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
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. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **30-JUL-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Chitrangda Parihar at 9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **30-JUL-2019**.

**For Tech Mahindra Limited**



**Venkat Paturi**  
**Head - Resource Management Group**

**Encl: Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:  
**Venkata Manikanta Tanguturi**

**ANNEXURE - A**

NAME	<b>Mr Venkata Manikanta Tanguturi</b>	
TITLE	<b>Associate Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>PUNE</b>	
	<b>COMPONENTS</b>	<b>Per Annum (All figures in INR)</b>
	BASIC (@30% OF TOTAL FIXED PAY)	67,712
	HRA (@50% OF BASIC)	33,856
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
	FLEXIBLE COMPONENTS OF TFP	92,013
	<b>TOTAL FIXED PAY..... (A)</b>	<b>2,25,706</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>25,079</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>9,215</b>
	GRATUITY	3,257
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>260,000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)



## ANNEXURE A (Contd...)

### 3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### **Notes:**

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



**Venkat Paturi**  
Head - Resource Management Group

**ANNEXURE - B**

NAME	<b>Mr Venkata Manikanta Tanguturi</b>	
TITLE	<b>Associate Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>PUNE</b>	
	<b>COMPONENTS</b>	<b>Per Annum (All figures in INR)</b>
	BASIC (@30% OF TOTAL FIXED PAY)	85,037
	HRA (@50% OF BASIC)	42,519
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,204
	FLEXIBLE COMPONENTS OF TFP	1,21,695
	<b>TOTAL FIXED PAY.....(A)</b>	<b>2,83,455</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>31,496</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>10,049</b>
	GRATUITY	4,091
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>325,000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12,000
Meal Card	26,400

(Contd...)

## ANNEXURE B(Contd...)

### 3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.


### 4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

#### **Notes:**

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

**For Tech Mahindra Limited**



**Venkat Paturi**  
**Head - Resource Management Group**

## **ANNEXURE - C**

### **1. Terms and Conditions**

#### **(a) Code of Conduct.**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### **(b) Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

#### **(c) 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 (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### **(d) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the

Company.  
In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

## 2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

## 3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

## 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## 6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## 7. **Restraints**

### **Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.



(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## 12. **General**

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24\*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure – C** and I hereby accept and agree to abide by them.

**Name in full** :  
**Signature** :  
**Address** :  
**Date** :  
**Place** :

## **ANNEXURE - D - Checklist of Documents**

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**

*Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*

(e) **PAN Card and Proof of PAN Number**

*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*

(f) **Aadhaar Card**

*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.*

(g) **Indemnity Bond**

*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

**Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

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.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

## **ANNEXURE - E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :  
Signature :  
Date :

**ANNEXURE - F - Medical Self-Declaration**

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name: <input style="width: 90%;" type="text"/>	Last Name: <input style="width: 90%;" type="text"/>		
Gender: Male / Female <input style="width: 30px;" type="text"/>	Date of birth (DD/MM/YYYY) <input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	Blood Group <input style="width: 30px;" type="text"/>

**Candidate's Medical History:**

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds			

from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

**Candidate's Declaration:**

**I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(DD/MMM/YYYY)

**ANNEXURE - G - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

**(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

**(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

\_\_\_\_\_

ACCEPTED

\_\_\_\_\_

## **ANNEXURE - H - Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation**

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.



- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

- 5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- 6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),
- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
  - b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For and on Behalf Of  
**Tech Mahindra Limited**



**Venkat Paturi**  
**Head - Resource Management Group**

Signature

\_\_\_\_\_  
**(Venkata Manikanta Tanguturi)**

**ANNEXURE - I - ACKNOWLEDGMENT**

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Venkata Manikanta Tanguturi** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Venkata Manikanta Tanguturi** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this \_\_\_\_day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), and hereby acknowledges, understands and agrees to the above.

[            Name & Signature            ]

Witness/ Notary Public: \_\_\_\_\_

**Annexure - J - INDEMNITY BOND WITH SURETY**

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> \*hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

**AND**

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

**IN FAVOUR OF Tech Mahindra Limited**, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

**WHEREAS** the **Employee** has been selected for appointment as \_\_\_\_\_ in the Band \_\_\_\_\_ in the service of Tech Mahindra.

**AND WHEREAS** an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No \_\_\_\_\_ dated \_\_\_\_\_ of **Tech Mahindra**.

**AND WHEREAS** the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on \_\_\_\_\_ by the **employee**.

**AND WHEREAS** one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

**NOW THIS INDENTURE WITNESSETH** as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. \_\_\_\_\_ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

**IN WITNESS** whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

**Name of First Part:**

**Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

**Name of Surety:**

**Sig:**

S/d by:-

1. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS:

2. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS



## Offer Letter

Date: 05/02/2021

Dear **Marri Venkata Revanth**,

We congratulate you on the successful completion of the Fixed Term Traineeship with us. Upon evaluation of your performance, we would like to offer you the position of Inside Sales Associate - Sales, under Regular Employment w.e.f **08/02/2021**.

**The details of your employment will be as follows:-**

Department : Business Development  
Designation : Inside Sales Associate - Sales  
Role Location / Work Location : ISA Bangalore  
Virtual Onboarding Date : 08/02/2021  
Employment Type : Regular

**Compensation Details**

Fixed Compensation : 500000 INR  
Variable Compensation : 300000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional Taxes
4. Dues to company including loans and advances
5. Any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company and the provisions of the company's Code of Conduct, which will be mentioned in detail in the appointment letter, issued on the date of joining.

You are requested to join the services of the Company by no later than **08/02/2021**, failing which you may please consider the offer to be withdrawn.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

**To accept the offer, kindly sign the document digitally and submit.**

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature: marri venkata revanth  
marri venkata revanth (Feb 6, 2021 00:44 GMT+5.5)

*This is a system generated confirmation letter that does not require an authorized signature.*



27-Apr-2019

Dear Vijayalakshmi Mabbu,  
B.Tech/B.E., Computer Science & Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 12942049

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.21,005/-** 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.21,755/-** 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

<b>Name:</b>	Vijayalakshmi Mabbu	<b>Designation:</b>	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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*

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

[www.hcl.com](http://www.hcl.com)

**OFFER and APPOINTMENT LETTER**

**Offer Release Date: June 3, 2021**

**Dear Yaswanth kannali,  
1-31, chinna Anjimedu, Anjimedu, Yerpedu, Tirupathi,  
Andhra Pradesh, India, 517619**

**Dear Yaswanth kannali,**

Congratulations! With reference to your application and subsequent discussions with us, we are pleased to inform you that you have been selected for employment with HCL Technologies Ltd. as **MEMBER TECHNICAL STAFF** at **E1**.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **June 30, 2021** at 9 AM.

The details of your compensation and benefits package along with the terms and conditions of employment applicable from the date of your joining are annexed herewith. As confirmation of your acceptance, please sign the duplicate copy of this Offer and Appointment Letter along with the Annexures and submit the same to **Adarsh Naidu** at the address mentioned above.

Welcome onboard! We look forward to a mutually fruitful association.

For **HCL Technologies Limited**,



Amrita Das

Vice President, Head-Global Rewards

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www.hcltech.com

www.hcl.com

### ANNEXURE II

#### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- **Location**

Your present place of work will be HCL Technologies, S. NO: 20/3, NH-5, KESARAPALLI VILLAGE, GANNAVARAM MANDAL, Vijayawada, Andhra Pradesh 521102. However, during the service, you shall be liable to be posted / transferred at any associate / affiliate / sister concern to serve any of the establishments under the Company in India or abroad, at the sole discretion of the Management. For the purposes of this section it is not relevant whether such an establishment came into existence prior or after your appointment.

- **Commencement of Employment**

Your employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned in this employment contract.

- **Working Hours**

You will be governed by the normal working hours as existing in the HCL Technologies Ltd. You may be required to work in shifts and/or extended working hours, as permitted by law, if required as per business needs. The same is subject to change from time to time.

- **Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

- **Probation Period**

You shall be on probation for a period of 12 months from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period. If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

- **Annual Performance Appraisal**

Your growth in terms of role, compensation, etc., in the Company will be based on your performance. Your salary will be subject to annual review. Salary adjustments effected at the salary review take into consideration your job performance, movement of remuneration levels, benefits and conditions. Your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your first anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

- **Mobility**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country.

- **Deputation/ Transfer**

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The Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease, and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

- **Data Protection**

You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you in the course of the employment, for the purpose of the Company's administration and management of its employees and its business and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by the Company of such data outside the country companies have offices.

You also consent to the Company making such relevant data available to its advisors and other agencies (such as pension providers, medical and other insurance providers, payroll administrators, various regulatory authorities etc.) that provide products and / or services to the Company.

- **Exclusivity of Service**

You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly.

You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the Company.

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 the Company. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the Company.

- **Confidentiality & Non-Disclosure**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company, including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential, or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

- **Notice Period**

During or after probation, your employment can be terminated either by the Company or by you, by giving the other party 90 days' advance notice. If the Company terminates your employment and decides to relieve you before the completion of the notice period, the Basic Salary component of the salary for the balance notice period would be paid to you and the mandatory notice period shall be deemed to be waived off. If, at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the Basic Salary component of the salary for the balance notice period. Please note that accepting any such early, relieving request would rest entirely upon the sole discretion of the Management. Upon termination of employment for any reason, employees must comply with the Company's termination procedures. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

- **Termination**

If at any time in management's opinion, which is final in this matter, you are found non performer or guilty of dishonesty, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by management different to our interest or in violation of one or more terms of this letter, your services may be terminated without notice.

- **Documentation**

You may be required to sign necessary, relevant agreements with the Company as required. You will also be required to complete various formalities as per the agreements at the time of joining and during the tenure with the Company.

You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure its interests as also to ensure your performance and adherence to all terms, conditions, rules and regulations defined by the Company.

- **Background and Reference Check**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
  - The company may also undertake reference check through at least two professional references submitted during the process of selection.
  - In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.
- **Correctness of the Details Furnished**  
You have been appointed on the basis that the particulars furnished in your application, resume or any other document are factually correct. If, at any time before or after your joining, it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, your appointment shall be rendered null and void and thus liable to terminate forthwith.
- **Arbitration**  
All disputes arising out of or relating to this agreement or its subject matter, including disputes as to validity, performance, breach, or termination which cannot be settled by mediation, shall be resolved exclusively by arbitration between the Parties before sole Arbitrator selected, according to and applying the rules of the Indian Arbitration and Conciliation Act, 1996. The venue of the Arbitration proceeding shall be in New Delhi, India. The language of the Arbitration proceedings shall be in English. The decision of the Arbitrator shall be final and binding upon the parties. The cost of proceeding shall be borne equally by you and the Company. No termination or expiration of this Agreement shall affect the right to arbitrate disputes.
- **Other Rules and Regulations**  
Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures (and any changes made to them from time to time) of the Company as applicable to you.
- Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.
- 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 prior written consent of the Company. The consent may be given subject to any terms and conditions that the Management may think fit and may be withdrawn at its discretion.
- **Warranty and Undertaking**  
You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.



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### • Suspension

If you are suspected of any misconduct, you shall be liable to be suspended from service pending or in the observation/enquiry of the same. During the first 90 days of temporary suspension period, you shall be entitled only to a Subsistence Allowance at the rate of 50% of your salary to which you were entitled immediately preceding your suspension. However, if the disciplinary proceedings are delayed beyond the period of 90 days for reasons not directly attributable to you, your subsistence allowance will be enhanced to 75% of your salary to which you were entitled immediately preceding your suspension. But if such delay is attributable to you, your subsistence allowance will be reduced to 25% of your salary to which you were entitled immediately preceding your suspension, for such period(s) of delay.

If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any salary or other amount except the subsistence allowance paid/payable.

In the inquiry, you may bring only a co-employee (who is not accused of similar charges or suspended) to represent or assist you. As such, you shall not be entitled to bring any outsider to represent or assist you in such inquiry.

You shall, always, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the Company. You shall not, at any time, work against the interests of the Company, nor do anything which is unbecoming of an employee. Any violation of this norm of behavior shall constitute misconduct for which the Company shall be competent to take disciplinary action against you and in case you act against basic and universally accepted understandings.

During your employment, you shall also be bound by the policies of the Company including those contained in the Service Conditions / Employment Manual, which may be framed and enforced from time to time. The Management reserves the right to amend or alter these at its discretion without any notice.

Dismissal from Service: Notwithstanding anything contained in any other Paragraph or Clause or Sub-Clause of this Appointment Letter, the Management shall be competent and entitled to dismiss you from service without any notice or salary in lieu thereof or any compensation whatever on charges of misconduct.

### Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)

5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>1. Highest Qualification- Admit card, college, and university official's (Registrar and Director) detail</li> <li>2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>1. The information provided in Resume and background verification form must be same.</li> <li>2. Information provided in background verification form must be accurate.</li> <li>3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>4. Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

**Please Note –**

- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

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- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

SRF No.: 0068837\_12

Date: 9-Apr-2021

To,  
Anil Kumar

Sub: Offer of Employment

Dear Anil Kumar,

This is with reference to the offer letter dated **21-Dec-2020**.

As you have successfully completed your training and have passed the test conducted by the Company, we are pleased to offer you the role of **Jr. Software Engineer** at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

You will be onboarded on the designated role from **01-Apr-2021**, and your 'Annual Compensation' is attached herewith as in Annexure – A. The terms and conditions of employment are in Annexure-B and shall supersede the terms and conditions mentioned in the offer letter dated **21-Dec-2020**.

Annexure -D is towards Undertaking for two years.

Although you are allowed to work from anywhere / from your home at this point of time, you can be required to physically report to any locations of Zensar across India and rendered your services accordingly.

For all legal and practical purposes, your place of employment shall be **Hyderabad DLF Cyber City, 1st, 8th & 9th Floor, Block 3, Plot No: 129-132, APHB Colony, DLF Cyber City, Indira Nagar, Gachibowli, Hyderabad, Telangana - 500032** and based on this, all statutory compliances with regard to your employment, shall be done by Zensar".

Please confirm your acceptance of this offer by signing and returning the duplicate attached.

Yours Sincerely,

For Zensar Technologies Limited

  
Sanjeeva Maithani  
Associate Vice President - HR

Encl: Annexure – A (Salary Structure),  
Annexure – B (Terms and Conditions of employment)  
Annexure – C (Document Check List)  
Annexure – D (Undertaking)

S. Anil Kumar

**Annexure - A**

Name: Anil Kumar

Designation: Jr. Software Engineer

Location: Hyderabad

Component	Annual Gross (INR)	Description
Basic	192000	Base salary component.
Customized Allowance Pool*	79725	This is used towards HRA / CLA, LTA, and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
<b>Total</b>	<b>287725</b>	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
<b>Gross Compensation</b>	<b>320000</b>	
Group Personal accident Insurance	6605	Sum Insured is Rs. 1150000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
<b>Total Cost to Company</b>	<b>326605</b>	

S. Anil Kumar

**Annexure – B****1. GRATUITY:**

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- + 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- + More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- + More than 15 years of service, Gratuity will be calculated @ 1<sup>½</sup> month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

**2. PROVIDENT FUND:**

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- + The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- + Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.
- + The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- + The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- + Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

S. Anil Kumar

### **3. Other Benefits**

- **Hospitalization**

You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**

You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

### **4. Probation Period**

You will be on probation for the initial period of 12 (twelve) months ("Probation Period") commencing from your Date of Joining. If your services are not found satisfactory during the Probation Period, the Company reserves the right to terminate your services immediately and in such a case no notice/notice pay will be given to you.

### **5. Notice Period**

You will be required to give three months notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

In case you leave the services of ZenSar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

### **6. Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

### **7. Group Insurances**

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.

- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim Insurance policy.

S. Anil Kulkarni

### **8. Confidentiality**

You agree at all times during the term of your employment and thereafter (without limit of time):

- + Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- + Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- + You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.

+ For the purposes of Clause, "Confidential Information" means any Company 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 the Company 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 the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company 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 in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

+ You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.

+ Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

### **9. Non-Solicitation of Associates and Clients**

You agree that during the period of your employment with the Company, 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 you ), other than on behalf of the Company, you will not, either directly or indirectly:

- + Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- + Seek employment with Company's client with whom you were associated/assigned to, at the Company.
- + You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- + This clause shall be binding on you even after your separation from the company.



**10. Intellectual Property**

- + All intellectual property rights, 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 the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company .
- + You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.

**11. Indemnification**

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

**12. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. 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 terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

S. Anil Kulkarni

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure  
- B and I hereby accept and agree to abide by them:

Name in Full: Singala Anil Kumar

Signature: S. Anil Kumar

Address: 3-11/A, V. Kothakote (V), Vidhanakota (M), Anantapur, Andhra  
Pradesh - 515870

Phone: 8897211248

E-mail ID: SingalaAnilKumar@gmail.com

Date: 12/4/2021

Place: Anantapur

**Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar 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 Function.**

S Anil Kumar

**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Experience Certificates/Relieving letter of the last two companies
5. Last salary slip
6. Two passport size color photographs
7. Copy of Pan Card
8. Copy of Passport (if available)
9. Bank Account Number and details

**You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number**

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 terminate the employment at any time during your service

Please submit all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

S. Anil Kesh.

Annexure – D

## Undertaking

To,

Zensar Technologies Ltd,  
Zensar Knowledge Park, Kharadi,  
Plot No 4, N, MIDC, Off Nagar Road,  
Pune- 411014

This Undertaking ("Undertaking") is executed by me, the undersigned, residing at Hyderabad on 12/4/21 (date) in favour of Zensar Technologies Limited ("Company"), having its registered and corporate office at Zensar Knowledge Park, Kharadi, Plot No 4 MIDC off Nagar road Pune 411014.

Whereas,

1. I will be in the employment of the Company as a **Jr. Software Engineer** and my date of joining will be **01-Apr-2021**.
2. Prior to my engagement as a regular employee in the aforesaid capacity, Company has selected me for receiving extensive training on automation exclusively at its own cost.
3. Before I assume my position as **Jr. Software Engineer** with the Company, I hereby agree to successfully complete the aforesaid training course. I also agree to continue in the employment of the Company for a minimum period of two years from **01-Apr-2021** as per the agreed terms and conditions which includes probation period of 12 months post training period.
4. If I resign from the services of the Company as its employee for whatsoever reason prior to completion of such two year term, I unconditionally undertake to pay a sum of Rs 2,00,000/- (Rupees two lakh only) in lump sum to the Company as reimbursement of the expenses incurred by the Company towards my training as referred above,, merely on demand from the Company without any protest, contest or litigation.
5. I hereby understand and agree that if I am on Time Off Service ("TOS") or on a long leave (except for leave permitted as per Company's policies) after my joining with the Company, due to any reason whatsoever, my duration of employment as per this Undertaking shall be extended accordingly.
6. Notwithstanding the termination or expiry of this Undertaking, I hereby undertake to maintain utmost secrecy about the information, data or knowledge imparted to me during the course of the training including the contents of this Undertaking.
7. The Undertaking will continue to be binding and in full force and effect until I pay the said compensation referred to in clause (4) above. In case, if I fail to make payment as referred in clause 4 above to the Company, then I authorize the Company to deduct the said amount from my salary and/or other amounts payable by the Company to me and in the event of shortfall, initiate appropriate legal actions for the recovery against me.

S. Anil Kumar

1. I recognize and acknowledge that any training material, both hard & soft copies used for my training purposes or associated with my course shall remain the property of the Company. Such material shall be kept in good order and shall be returned to the Company by me on completion of the training.

2. I have executed and delivered this Undertaking to the Company on my own free will after understanding all the repercussions that may arise out of the same.

Place: Hyderabad Signature of the witness

S. Anil Kumar  
Signature of Employee

Date: 12/04/2021 \_\_\_\_\_

Name of Witness:

Staff ID:

\_\_\_\_\_  
Name of Employee: Anil Kumar S

Staff ID:

S. Anil Kumar



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Call 080-6724 8888



**ANKITHA  
KALVA**

Card No 717362  
Associate No 1753610  
Blood Group O+

**Tata Consultancy Services Ltd.**  
TCS House, Raveline Street, Fort  
Mumbai 400001, India

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## OFFER & APPOINTMENT LETTER

Offer Release Date: August 14, 2020

Dear Ashoka Chattu,  
MangaNellore(v&p)  
Sullurepeta(M, Nellore,  
Andhra Pradesh, India, 524121

Dear Ashoka Chattu, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **August 20, 2020** at 9:00 A.M at the following address **Chennai SEZ-ELCOT-SDB3-U2-2F-5F**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,85,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

C. Arloka

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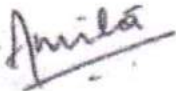
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
**For HCL Technologies Ltd.**



Amrita Das

Vice President, Head-Global Rewards



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**Annexure 1****COMPENSATION PLAN**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	Ashoka Chattu
<b>Band</b>	E1
<b>Designation</b>	Software Engineer
<b>City</b>	Chennai
<b>Monthly Components (in INR)</b>	
Basic Salary	16,962
House Rent Allowance	-
Advance Statutory Bonus	3,392
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	-
<b>TOTAL: Monthly</b>	<b>20,354</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>244,248</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	24,425
Medical Insurance Premium/ESIC	6,613
Gratuity	9,786
<b>TOTAL : Retirals</b>	<b>40,824</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
<b>TOTAL: Variable Components</b>	<b>-</b>
<b>COST TO COMPANY</b>	<b>2,85,072</b>
<b>Flexi Basket Details</b>	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-

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Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	-
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
1. Flexi Basket is only applicable in E2+ employees	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Chennai.

**2. Medical Check up**

Your employment is subject to you being declared medically fit by the company doctor.

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### 3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

### 4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

### 6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the

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background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

**8. Working Hours**

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**9. Mobility**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

**10. Deputation/ Transfer**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**11. Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

**12. Other benefits**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**13. Correctness of the Details Furnished**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

**14. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

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- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**15. Other Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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 HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
1.	Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2.	Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.
<b>Things to Remember</b>	

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- 1.** The information provided in Resume and background verification form must be same.
- 2.** Information provided in background verification form must be accurate.
- 3.** Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- 4.** Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

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**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**

↓ **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

The details for each component falling under these heads are explained as following:

### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

### **Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.



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**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: MangaNellore(v&p)  
Sullurepeta(M, Nellore,  
Andhra Pradesh, India, 524121  
Email ID: chattuashoka@gmail.com  
Telephone Number: 9398947496**



**Ref: TCSL/DT20184323545/1259515/Chennai**

**Date: 16 July 2019**

MR. BABU L M  
6-49 Kalyanapuram,  
Chida Spinning Mill Opp, Tirupathi,  
Andhra Pradesh-517583.  
Tel# 919063456752

**Sub: Joining Letter**

Dear Mr. Babu L M,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **19th August 2019** and your training location is **Chennai** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services Limited, 1/G1  
SIPCOT IT Park Navalur PO,  
Siruseri, Tamil Nadu 600119,  
Chennai, Tamil Nadu-600119.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Antony Arockianathan  
Phone: 9104467439032  
Email Id: antony.arockianathan@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Damodar Padhi**  
**Vice President & Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

Date:04-Jul-2019

To

Bhuvanewari A G  
PUTTURU

Dear Bhuvanewari A G,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the competency Level C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 65% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

  
A G BHUVANESWARI (Jul 6, 2019)

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneswar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at [campus@mindtree.com](mailto:campus@mindtree.com).

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,  
**For Mindtree Limited**




**Pankaj Khanna**

  
A G BHUVANESHWARI (Jul 6, 2019)

**Enclosed: Annexure to your Offer of Employment****Acceptance of the offer**

I, Bhuvanewari A G, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 A G BHUVANESWARI (Jul 6, 2019)
Your Name in Capital letters	BHUVANESWARI A G

**Annexure 1**

**Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)**

**Name : Bhuvanewari A G**

**Competency : C1**

**Designation : ENGINEER**

**Stipend : INR 22,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses )
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



## Annexure 2

## Compensation stack effective from the date of confirmation

Name : Bhuvaneshwari A G

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
<b>Annual Gross</b>	<b>308,004</b>
Bonus**	42,000
<b>Annual Cost to Company</b>	<b>350,004</b>

\*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

  
A G BHUVANESWARI (Jul 6, 2019)

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

\*\*The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

  
A.G. BHUVANESHWARI (Jul 6, 2019)

## Annexure - 3

### Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

### 6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document.

  
A.G BHUVANESHWARI (Jul 6, 2019)

separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

## **7. Confirmation of Employment**

7.1 Upon confirmation, your designation will be ENGINEER and in the competency of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

  
A G BHUVANESHWARI (Jul 6, 2019)

## **8. Compensation and benefits**

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

## **9. Vacation and leave**

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

**9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.**

  
A.G BHUVANESWARI (Jul 6, 2019)

## **10. Termination of employment**

### **10.1 During Orchard Learning Program**

#### **a) Termination for cause**

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

#### **b) Termination for convenience**

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

  
A.G. BHUVANESWARI (Jul 6, 2019)

## 10.2. After confirmation

### a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

### b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & fixed components(as applicable), in your compensation at the time of termination of your employment.

  
A.G BHUVANESWARI (Jul 6, 2019)

### **10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment**

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

### **11 Nature of employment**

11.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

**11.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

### **12 Other Agreements :**

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

  
A.G BHUVANESWARI (Jul 6, 2019)



On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

### **13 Transfer**

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

### **14 Retirement and retirement benefits**

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

### **15 Intellectual property**

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

  
A.G. BHUVANESHWARI (Jul 6, 2019)

## **16 Mindtree's Code of Conduct and Policies**

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

## **17 Tax implication**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

## **18 Reimbursement of travel expense for joining Mindtree**

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

## **19 Personal Safety and conduct**

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

## **End of Annexure 3**

  
A.G. BHUVANESHWARI (Jul 6, 2019)






# Mindtree Offer Letter

Final Audit Report

2019-07-06

Created:	2019-07-04
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAErqZezcawuwuviWFvnycaGcPqZuVksCW

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2019-07-04 - 7:53:06 AM GMT- IP address: 112.121.48.1
-  Waiting for Signature by A G BHUVANESWARI (agbhuvaneswari98@gmail.com)  
2019-07-04 - 7:53:11 AM GMT
-  Email viewed by A G BHUVANESWARI (agbhuvaneswari98@gmail.com)  
2019-07-06 - 5:22:15 PM GMT- IP address: 64.233.173.21
-  Document e-signed by A G BHUVANESWARI (agbhuvaneswari98@gmail.com)  
Signature Date: 2019-07-06 - 5:35:53 PM GMT - Time Source: server- IP address: 223.238.3.148
-  Signed document emailed to vinay.ramesh@mindtree.com, Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com) and A G BHUVANESWARI (agbhuvaneswari98@gmail.com)  
2019-07-06 - 5:35:53 PM GMT

Edit

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 204, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**OFFER & APPOINTMENT LETTER**

Offer Release Date: January 12, 2021

Dear **G Devika**,  
1-19,regallu road, Chittoor,  
Andhra Pradesh, India, 517122

Dear **G Devika**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **January 18, 2021** at 9:00 A.M at the following address **Chennai-SEZ, Kanceehpuram, ETA 1, #33**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,60,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

1

**HCL Confidential**

Signature of Employee:

**HCL**

Tools



Mobile View



Share



PDF to DOC

Date :13/07/2021

To  
D Fareeda  
(Code: )

**Provisional Offer Letter**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate- Quality Engineer**. Your services are being deputed to **Cognizant Technology Solutions India Pvt Ltd** on the following terms and conditions:

- Your employment will be valid from **16/07/2021**
- Your Salary CTC will be INR 699,996.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

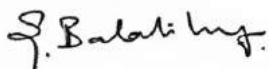
You shall report for work on **16/07/2021** .In case you fail to join the company by the scheduled date,you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1(one) months Gross salary to the Company.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	23,333.00	279,996.00
House Rent Allowance	9,333.00	111,996.00
Statutory Bonus	1,944.00	23,328.00
Other Allowance	13,671.00	164,052.00
Telephone Reimbursement	2,333.00	27,996.00
Leave Travel Allowance	1,944.00	23,328.00
Vehicle Reimbursement	2,400.00	28,800.00
<b>Gross Salary</b>	<b>54,958.00</b>	<b>659,496.00</b>
Employer's Contribution to EPF	2,800.00	33,600.00
Insurance	575.00	6,900.00
<b>CTC (Cost to the company)</b>	<b>58,333.00</b>	<b>699,996.00</b>
Employee's Contribution to EPF	2,800.00	33,600.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>52,158.00</b>	<b>625,896.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

undefinedundefined



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184394237/Bangalore**  
**Date: 21/06/2019**

Ms. Gnaneswari Patnam  
1-92,  
Bazaar Street,  
Tirupathi-517551,  
Andhra Pradesh.  
Tel# -

Dear Gnaneswari Patnam,

**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/DT20184394237**

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 ₹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,



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/DT20184394237**

**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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

<b>Name</b>	<b>Gnaneswari Patnam</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.





**TATA CONSULTANCY SERVICES**



**HARITHA  
NARA**

Card No 570604  
Associate No 1698314

**Tata Consultancy Services Ltd.**  
TCS House, Raveline Street, Fort  
Mumbai 400001, India

**HCL**



**HARITHA SOREDDY  
GARI**

**51868273**

**BLOOD GROUP: A +VE**

**IBM**

**V JAYASREE**



**IBM**

**EM**

5066097

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K Jhansi



**Atos | Syntel**

Syntel Private Limited, SEZ  
Plot no: H7 & H8, SIPCOT IT Park,  
Siruseri, Tamil Nadu - 603 103. India  
Tel: +91-44-47423800  
[www.atos-syntel.net](http://www.atos-syntel.net)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195667094/Hyderabad**  
**Date: 06/04/2021**

Ms. Koundinya Harichandana T  
2-47Gattu Village,  
Sri Krishna Temple,  
Puttur-517583,  
Andhra Pradesh.  
Tel# -

Dear Koundinya Harichandana T,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). 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/DT20195667094**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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 based on 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 TCS Xplore / Xperience 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, 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 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience 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 3 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 TCS Xperience 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**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)



- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. 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.



## 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**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**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Koundinya Harichandana T</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184319573/Hyderabad**  
**Date: 09/10/2018**

Ms. Lalithya V  
D/No 1-225 Ramulugudi Street,  
Opp. Police Station, Gangadhara Nellore,  
Chittoor-517125,  
Andhra Pradesh.  
Tel# 91-9441914985

Dear Lalithya 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 assigned a role in the **Cyber Security Practise (CSP)** Unit, which is subject to change as per the business requirements 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/DT20184319573**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹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 based on 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,



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/DT20184319573**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

<b>Name</b>	<b>Lalithya V</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

To,

July 20, 2021

Ms. Mounika S

### Job Offer Letter

Dear Mounika S,

#### Congratulations & Welcome aboard!

Reference to your application for employment and subsequent interviews you had with us, we are pleased to offer you the position of **Backup Engineer** at U&D Square Solutions Pvt Ltd. which is a Global Technology Support and IT Consulting Company. The Terms and Conditions of employment are as follows:

1. **Cost to the company:** Your cost to the company will be **Rs. 4,50,906 LPA**. The components of your fixed as well as variable salary are provided in **Annexure I** and would be governed by company policies as amended from time to time.
2. **Effective Date:** Your date of joining will be **July 21, 2021 (Wednesday)** and you will be required to report to HR at **12:30 PM** through **video call** or reporting **at office**.
3. **Office Location:** U&D Square Solutions Pvt Ltd., 601, Kapil Zenith IT Park, Off Bangalore-Mumbai bypass, Bavdhan, Pune - 411021 (MH). You will be required to visit the office as per the requirement.
4. **Probation:** There is three months' probation period for all new employees. You shall be confirmed on the rolls of the company, post review of performance as well as general conduct.
5. **Working hours:** The general working hours are 9, however you may be required to work in shifts as per the business needs. In order to meet the global client requirements, you should be willing to work in 24\*7 shifts.
6. **Background and Reference checks:** This offer is contingent upon the successful completion of all background and reference checks and required documentation. In case of non- conformance, this offer letter will stand null and void. Offer has been made based on information provided by you. In case of any discrepancy found in the copies of documents, certificates or reference check, the company retains the right to revoke the offer of employment at any point of time.

7. **Work from Home:** U&D Square is committed to providing a healthy, safe and flexible working environment for its staff. A Working From Home (WFH) agreement provides an opportunity for the company to invest in the diversity and inclusion of its people. In order to ensure the safety of our staff, we encourage people to work home. Employee must work from home as per the project requirement and to ensure appropriate work support from home, he/she should have below Infrastructure / Hardware at home:

The minimum requirements for Work from home facility.

**Computer/Laptop Configuration**

- I3 processor
- 4 GB RAM
- 20% free space on C Drive

**Internet Connection**

You should have at least two internet connections.

- Your primary connection should be at least 10Mbps
- Backup connection can be 4G or VOLTE

**Power backup**

At any given point of time you should have 3 hours of power backup.

You must have a UPS or inverter with 3-4 hours of backup in case you are using a computer, or your Laptop should be good enough to last for 3 hours.

**Good Headphone with microphone option for a voice call.** (Not to use small mobile earphones / earbuds).

8. **Offer acceptance:** To confirm your acceptance of this offer, you are required to respond via email to [hr@udsquare.net](mailto:hr@udsquare.net) are requested to confirm the acceptance of this offer letter by email within 7 working day of receipt of this offer. Please send us copy of your resignation letter within 7 working days of acceptance of your offer letter. On your date of joining, you will be required to bring the joining documents mentioned in **Annexure II** of this letter. All these documents are mandatory and you shall be issued an appointment letter subject to completion of all joining formalities including documentation.

**We look forward to welcoming you as a new employee at U&D Square We hope you will find this offer acceptable as we feel that your skills and background will be valuable assets to our team.**

Sincerely,

For U&D Square Solutions Pvt. Ltd.



Laya Nigam Shrivastava  
HR Manager

Signed & Accepted:  
Date

<b>Annexure I</b>		
Name		
<b>Components of Salary</b>	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	13,320	159840
House Rent Allowance	6,660	79920
Performance Variable To be released Half Yearly / Annually as per Rating	-	30000
Leave travel allowance	750	9000
Personal allowance	12,570	150840
<b>Gross Salary</b>	<b>33300</b>	<b>429600</b>
Provident Fund	1,598	19181
Employee State Insurance	0	0
Professional Tax	200	2500
Maharashtra Labour Welfare Fund	24	24
<b>Total</b>	<b>1822</b>	<b>21705</b>
<b>Net Salary</b>		
<b>Net Salary</b>	<b>31478</b>	<b>407895</b>
<b>Company Contribution</b>		
Provident Fund	1753	21,035
Employee's Deposit Linked Insurance		-
Employee State Insurance	0	-
Maharashtra Labour Welfare Fund	72	72
<b>Total</b>	<b>1825</b>	<b>21107</b>
<b>Other Benefits</b>		
Tata AIG General Insurance	0	199
<b>Total</b>	<b>0</b>	<b>199</b>
<b>Cost to Company</b>	<b>35125</b>	<b>450906</b>
<b>**TDS at Actual</b> <b>*Medical Insurance at Actual</b> With Best Wishes, For U&D Square Solutions Pvt. Ltd.		
		Accepted By
		Date:

**Annexure II**

<b>DOCUMENTS REQUIRED DURING JOINING</b>	
<b>Sr.No</b>	<b>Particulars</b>
	Educational certificates and Mark Sheets <ul style="list-style-type: none"> <li>• 10<sup>th</sup> Standard mark sheet or equivalent certificate</li> <li>• 12<sup>th</sup> Standard mark sheet or equivalent certificate</li> </ul>
1.	<ul style="list-style-type: none"> <li>• Graduation Standard mark sheet or equivalent certificate</li> <li>• Post-Graduation Standard mark sheet or equivalent certificate</li> <li>• Any other certification</li> </ul>
2.	Experience/Relieving letters of your previous employers
3.	Last three months' salary slip of your last employer
4.	UAN Number of previous organization
5.	Passport
6.	Permanent and Current residence proof (Voter Card, Driving license etc)
7.	Three passport size Photograph
8.	Blood group
9.	PAN Card
10.	Aadhar Card

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub: Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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**OFFER & APPOINTMENT LETTER**

**16<sup>th</sup> December, 2019**

**Pasupuleti Nagamani**  
**1/1449, Y Mpalli,**  
**Poosalaveedi, Kadapa, 516001**

Dear **Pasupuleti Nagamani,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer in band E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **18<sup>th</sup> December, 2019** at **9:00 A.M** at the following address **Noida SEZ-Tower1-U2-All Floors**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,85,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of Joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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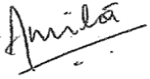
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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

**For HCL Technologies Limited,**



**Amrita Das**  
**Vice President, Head-Global Rewards**

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**ANNEXURE I**

<b>COMPENSATION PLAN</b>	
<b>NAME</b>	<b>Pasupuleti Nagamani</b>
<b>BAND</b>	<b>E1</b>
<b>DESIGNATION</b>	<b>Software Engineer</b>
<b>CITY</b>	<b>Noida</b>
<b>Monthly Components (in INR)</b>	
Basic Salary	14,250
House Rent Allowance	4,615
Advance Statutory Bonus	1,877
TOTAL: Monthly	20,742
<b>TOTAL: Monthly Components : Annualized</b>	<b>2,48,904</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	20,520
Medical Insurance Premium/ESIC	7,357
Gratuity	8,221
<b>TOTAL : Retirals</b>	<b>36,098</b>
<b>COST TO COMPANY</b>	<b>2,85,002</b>
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Term life Insurance Cover	20,00,000
Disability cover due to accident (upto)	18,00,000

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act



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## ANNEXURE II

### Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - **Noida**.

#### 2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

#### 3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. **15 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

#### 6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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**7. Background and Reference Check**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

**8. Working Hours**

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**9. Mobility**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

**10. Deputation/ Transfer**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**11. Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

**12. Other benefits**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**13. Correctness of the Details Furnished**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

**14. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**15. Other Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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 HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL</b>	
<b>PRE-EMPLOYMENT BACKGROUND VERIFICATION</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer - Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining-induction day**

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport – Front Copy only for name & DOB Proof	1
4	10th MARK SHEET, only if Passport is not available	1
5	Passport Sized Photographs (white background)	3
6	Vendor NDA- (For THIRD PARTY Resources ONLY)	1

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Please ensure you carry a soft copy of your Photo and Graduation Degree Certificate.
- Induction Timings are 0900 to 1830 IST.

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You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

<b>S. No</b>	<b>Location</b>	<b>Address</b>
<b>1</b>	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
<b>2</b>	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
<b>3</b>	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
<b>4</b>	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
<b>5</b>	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
<b>6</b>	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
<b>7</b>	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
<b>8</b>	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
<b>9</b>	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
<b>10</b>	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
<b>11</b>	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
<b>12</b>	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

## ANNEXURE IV

### **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**  
✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

#### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### • **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

**Performance Bonus (PB):** Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### **RETIRALS & INSURANCES BENEFIT**

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.



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- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 1/1449, Y Mpalli, poosalaveedi, kadapa, 516001**

**Email ID: pasupuletinagamani97@gmail.com**

**Telephone Number: 8179784631**

05-Jul-2019

Dear Punithmahesh Akkigari,  
B.Tech/B.E., Computer Science & Engineering  
Siddharth Institute of Engineering and Technology



**Candidate ID** – 13446604

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.21,005/-** 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.21,755/-** 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:** Punithmahesh Akkigari      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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



**ITS Planners and Engineers Private Limited**

Level 2, Oval Building, iLabs Centre  
Madhapur, Hyderabad - 500081, India  
Telephone: +91 (0) 40 4433 4265

Email: ganesh.hari@itspe.co.in

**Ganesh Hari** HR Manager

30 May 2019

To,  
Raj Kumar  
Thella Neela Palli (Village)  
Gaddam Vari Palli (Post)  
Chowdepalli Mandal  
Chittoor District - 517257  
Andhra Pradesh

Dear Raj,

**Sub:- Offer letter**

We are pleased to offer you a full-time position for the role of Associate Software Engineer with our company from 3rd June 2019 at an annual salary of Rs. 3,60,000/- CTC per annum. You will be entitled to 20 days of annual leave as a part of the package.

You will sign an employment contract with us on the first day of work that will outline the detailed terms and conditions of your employment.

Your sincerely



**Ganesh Hari**  
HR Manager

## Letter of Appointment of Operation Engineer

7 November 2019

**Gollapalli Kiran Kumar  
Reddy**  
Bangalore, India  
Tel: 6302176031  
E-mail: gollapallikiranumar1616@gmail.com

Dear Gollapalli Kiran Kumar Reddy,

### Re: Appointment as Operation Engineer

We have pleasure in appointing you as **Operation Engineer** at Rupeek Fintech Private Limited (the “Company”) on the following terms and conditions, read with the Code of Business Conduct Policy formulated from time to time by the Company. Non-disclosure of Confidential Information incorporated into this letter shall form part of the terms of your employment.

#### 1. Appointment

Your appointment shall be effective from the date of joining **8 November 2019**. You are required to report at **Rupeek Fintech Pvt Ltd, Bangalore**. The Company may change your place of work, at its absolute discretion, to another location at which the Company maintains premises, including offices of the Company’s affiliates and associates, in India and abroad. Further, the Company, may change your place of work, at its absolute discretion, to location of its customer’s premises anywhere in India or abroad. Your primary responsibility shall include and shall not be limited to your being responsible for Operation Engineer and more particularly described in “ANNEX 1”.

- a. During the continuance of your employment of the Company, you agree and undertake to:
  - i. Use your best endeavors to develop and improve the current business of the Company, extend such business and produce new business and to protect and further the interests of the Company;
  - ii. Perform such duties and exercise such powers in connection with the business of the Company, as may from time to time be delegated to you;
  - iii. Conform to and comply with the lawful directions and instructions made or given to you by or on behalf of the Company; and
- b. You will be employed as **Operation Engineer** of the Company at Bangalore office initially, but the Company shall be at liberty to change the job description when a business necessity for the change arises.

- c. You will be on a probation period of three months. Company reserves the right to terminate your employment without notice within this period if the performance is not found satisfactory. However, if the service is terminated by you, then clause 14.C / 14.C.i applies.

## 2. Remuneration

- a. You will be paid a salary of **Rs. 230,000/- (Rupees Two Lakhs thirty thousand)** per annum (CTC), subject to variable structure & statutory deductions. Further details of your compensation are in the attached **Annex 2** which give your Cost to Company (“CTC”) breakdown.
- b. It is a condition of your employment that you do not disclose your salary and stock options to other employees. Any breach of this regulation could result in disciplinary action.
- c. Your salary will be paid to you on a monthly basis on or before 5<sup>th</sup> day of the month immediately following the month for which it is due, subject to tax or any other deduction provided or permitted by law in force from time to time, such as the employee’s share of provident fund contributions, as well as such other sums as may be agreed with you from time to time.
- d. The Company may during your employment and its termination as specified in Clause 14, deduct from your salary any amounts that you may owe to the Company including, but not limited to, outstanding loans, advances, excess holiday and overpayments of salary, recovery of commission and insurance excesses, except for amounts the Company is by law not entitled to set-off. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub-clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
- e. You will be entitled to reimbursement for authorized expenses on submission of receipt of your expenditure, as set out in the Company’s corporate policy on Employee Expense Claims which may be amended by the Company from time to time and available on the Company’s intranet. You shall use your best endeavors to keep the amount of such expenses to a minimum.

## 3. Days and hours of Work

- a. The working days will be **6 days a week** and nine (9) hours per day, but you may be expected to work for more time as and when the business of the Company so demands. You will have to be present in the office from Monday to Friday, however on Saturdays you can opt for work from home. Your duties may require you to work late night, which can be done from home. Your duties may require you to engage in travel on behalf of the Company including travel outside India. As a consequence, you must work any additional hours as required. The salary payable to you hereunder is adequate compensation in case you are required to work for any additional hours in the office or while traveling and hence, you shall not be entitled to any additional payment in this

regard. The Company reserves the right to change your working hours if found necessary.

#### **4. Benefits**

- a. You are entitled to receive a performance bonus as per the Company's Policy as may be in place from time to time based on your individual & company performance.

#### **5. Increment in Remuneration**

- a. Your salary will be reviewed annually on the basis of the performance management norms of the Company and your performance in a given assessment period and on such effective date as applicable to employees in your category. Your salary will not necessarily be increased, and you agree that it is paid in satisfaction of all services rendered by you under this contract of employment.

#### **6. Leave**

- a. You will be entitled to 20 days of leave in a year on a prorated basis. You shall be entitled to accumulate leave up to a maximum limit permitted as per the state Shops & Establishment Act.
- b. If you are unable to attend work for more than three (3) continuous days due to illness or injury, you are required to take special permission of the Company, as set out in the Company's Code of Business Conduct Policy and to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within three (3) days after the expiry of the previous medical certificate.
- c. You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking your leave and you shall obtain his prior approval in writing.

#### **7. Retirement**

- a. The retirement age is 60 years, unless the Company specifically requires you in writing, to continue in employment beyond this age in its absolute discretion.

#### **8. No conflict of interest**

- a. You warrant that:
  - i. You have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your employment with the Company, or which would preclude you from fully performing your job responsibilities for the Company; and
  - ii. Your performance of your duties for the Company does not and will not breach any obligation wherein you have to keep in confidence any proprietary information; knowledge or data acquired by you in confidence or in trust prior to your employment by the Company; and you will not disclose to the Company or

induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

- b. Your position requires whole-time employment with the Company, and you shall devote yourself exclusively to the business of the Company. You shall regularly be present at the workplace of your employment with the Company. You shall not take up any directorship or other work (part time or otherwise) or work in an advisory capacity, or be engaged, concerned or interested directly or indirectly in any other trade or business during your employment with the Company. On termination of your employment, you will be bound by the restrictive covenants set out in **ANNEX 3**. The remuneration payable to you as stated in this Letter of Appointment shall be deemed to include valuable consideration in respect of the non-competition covenant and undertaking given by you hereinabove in this Letter of Appointment and you hereby acknowledge and admit the adequacy and sufficiency of such consideration.

## **9. Transfer**

- a. The Company reserves its right to transfer you in the same capacity or such other capacity that the Company may determine to any other location, department, branch, establishment or place of business of the Company or any other Group or affiliate company or entity of the Company in or outside India or to any of its customer's premises anywhere in India or abroad. In such cases, you will be governed by the terms and conditions of service prevailing at the new placement location. The Company may assist you in case of transfer in accordance with its Relocation Policy as may be in force.
- b. In the event, such transfer is not acceptable to you the Company may in its sole discretion terminate your employment in accordance with this Letter of Appointment. You shall not claim such dismissal as unfair in view of the alternate opportunity provided to you by the Company.

## **10. Responsibilities & Duties**

- a. Your employment in the Company shall be subject to the Company's Code of Business Conduct Policy as laid down in relation to conduct, discipline and other matters. You shall always be alive to the responsibilities and duties attached to your office and you shall conduct yourself accordingly.
- b. In view of your office, you must effectively perform to ensure results in accordance with performance parameters as may be related to your position. The determination of your performance shall be in accordance with Performance Management System of the Company which shall be final and binding on you. You will be expected to work extra hours to achieve this whenever the job so requires. You shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof. When you accept your position at the Company, you undertake to be free from any previous employment or engagement.

## **11. Confidential Information**

- a. "Confidential Information" shall deem to mean and include the following:



- i. All information relating to the Company, developed, disclosed by the Company (whether in written, oral, graphic, electronic or other tangible or intangible form) to you during the course of your employment with the Company, including but not limited to, all technical, non-technical information, data, code, business operations information, selection process, ideas and creative works, research belonging to the Company (regardless of whether such information is protectable under copyright, patent or trademark and/or trade secret), or otherwise, and includes proprietary information;
  - ii. All information including the information of the Company's client and customers, relating to such matters which comes to your knowledge in the course of your employment with the Company and which by reason of its character and/or the manner of its coming to its knowledge, is evidently confidential (whether or not marked as confidential);
  - iii. Information obtained from the Company's lists of and/or database of contact names and details and/or potential client companies, and/or client companies and/or customers and/or contractors and/or candidates;
  - iv. All information obtained from the Company's internal list of employees' names, telephone numbers, performance records or details;
  - v. All information relating to business plans, marketing plans, terms of business of client/customer companies and the terms of business of any Group Company or Company, pricing and fee arrangements, and other financial information, including without limitation details of activities, businesses, business plans or finances, its affairs or names and addresses or any other data of a client/customer, the Company and the Group Company;
  - vi. Software, technical architecture, IT infrastructure, systems, data, program code, coding practices, scripts, database definitions, site design and functionality, graphical design concepts and marketing concepts, training and development material, used for discharge of the Company's obligations to its customers or otherwise;
  - vii. Any other information designated by any Group Company as confidential;
  - viii. Any information in relation to which any Group Company owes a duty of confidentiality to any third party.
- b. You shall not, during or after the termination of your employment with the Company, without the written consent of the Company, disclose or divulge or communicate or make public or otherwise make available to any third party any Confidential Information, regarding the Company, its clients/ customers, including its or their affairs or administration or research carried out or business whether the same may be confined to you or become known to you in the course of your employment with the Company or otherwise.
  - c. You agree that the Confidential Information received by you during your employment with the Company is the property of the Company or the relevant Group Company or its

clients/ customers. You agree and undertake to return all such property (whether in written, electronic or other form) to the Company immediately upon termination of your employment or at any time prior to that if the Company requests.

- d. You shall, during your employment with the Company, use your best endeavors to prevent the unauthorized use or disclosure of any Confidential Information whether by any other officer, employee or agent of the Group or otherwise and shall be under an obligation to promptly report to the Company any such unauthorized use or disclosure which comes to your knowledge.
- e. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company.

## **12. Protection of Interest**

- a. If you conceive or make any new or advanced methods of improving software/ designing/ processes/ systems or any and all improvements which are copyrightable, patentable or otherwise which forms part of intellectual property in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The salary payable to you hereunder is adequate compensation for such assignment and hence, you shall not be entitled to any additional payment in this regard.

## **13. Past Records**

- a. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, your employment with the Company shall be liable to be terminated without any notice and without any compensation.

## **14. Termination**

- a. Notwithstanding anything herein contained, your employment may be terminated immediately by the Company at any time without notice or payment in lieu thereof or any compensation or benefits whatsoever, if, among other things:
  - i. You disobey a lawful direction of the Company;
  - ii. Fail or neglect to efficiently and diligently carry out your duties to the reasonable satisfaction of the Company;
  - iii. You are found guilty of commission or omission of any act or any misconduct prescribed in the Bangalore Shops and Establishments Act or any other misconduct which are not specifically mentioned under the Bangalore Shops and Establishments Act or any other applicable laws and if the same is found to be misconduct in the opinion of the Company;

- iv. You commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this letter, or are guilty of any negligence in connection with or affecting the business or affairs of the Company;
  - v. You remain absent from work for a continuous period of seven (7) days without prior permission or sanction of the Company in writing (including overstay on leave);
  - vi. You become bankrupt or have a receiving order made against you or make any general composition with your creditors or otherwise take advantage of any similar statute offering relief to insolvent debtors;
  - vii. You breach your obligations under paragraph 8 headed 'No Conflict of Interest' or paragraph 13 headed 'Past Records' or any other material provision set out in this letter;
  - viii. You commit an act or acts in breach of the Company's Code of Business Conduct Policy; You do not meet performance parameters after having been given an opportunity to improve for a period of one (1) month from the date of notice to improve;
  - ix. You engage in conduct that could bring you or the Company into disrepute;
  - x. You are convicted of any criminal offence under the applicable laws;
  - xi. You become addicted to or habitually under the influence of alcohol or drugs (not being a drug prescribed for you by a medical practitioner for the treatment of a condition other than drug addiction) the possession of which is controlled by law; or
  - xii. any act or omission on your part which is prejudicial to the interest of the Company and not in consonance with good employer and employee relations shall be considered as misconduct and/or justifiable reason for taking a disciplinary action against you and/or your dismissal and/or termination.
- b. Without prejudice to clause 15. A but notwithstanding any other provision of this Letter of Appointment, if you are unable to perform your duties properly by reason of illness or injury for a period or periods aggregating at least 90 days in any period of 12 consecutive calendar months (the "**Period of Incapacity**") then the Company may at any time immediately after such Period of Incapacity, by not less than one (1) month prior written notice to you, terminate the Employment, while you are incapacitated by illness or injury from performing your duties.
- c. Your employment after your confirmation in the service may be terminated at any time:
- i. by you giving to the Company 1 month written notice; or
  - ii. by the Company giving you 1 month(s) written notice or by paying you an amount equal to 1 month(s) basic salary, less any applicable or required tax or other deduction.

- iii. You shall not be entitled under any circumstances to pay salary in lieu of notice to terminate your employment with the Company. You may be required to take any accrued holiday entitlement during such notice period.
- iv. In the event you do not provide the required notice period of 1 month(s), as mentioned above, then you are liable to pay the Company the following amount as liquidated damages, which you acknowledge as fair amount of expenses that the Company has and will incur to train you:
  - 1. A sum of 1 month(s) of basic salary and
  - 2. The project damages which the Company has incurred, if any.
- v. The Company shall relieve you from your employment on payment of the above mentioned amount of liquidated damages. The Company reserves its right to adjust the above sums from dues, if any, payable to you, failing which such sums will be recoverable by the Company as a debt. This subclause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
- d. The Company and you hereby declare, agree and confirm that the liquidated damages specified in Clause 14. C of this Undertaking are reasonable, fair and genuine pre-estimate of loss, damages and compensation that the Company is likely to suffer or incur as a result or consequences of breach of this Undertaking by me. The Company and I hereby declare, agree and confirm that the liquidated damages specified in this Undertaking are not unreasonable and are not by way of penalty.
- e. You acknowledge and agree that such notice (or payment in lieu thereof by the Company) is reasonable notice of termination and no other notice requirements express or implied shall apply.
- f. Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend for work, at the Company's absolute discretion. However, you will not take up any alternate employment until expiration of such notice period.
- g. The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
- h. If your employment is terminated for any reason:
  - i. Within 90 days from the date of joining, then you shall be liable to repay, refund and reimburse the Company the joining bonus, relocation bonus and any expenses borne by Company as per clause 3.2, only after which the Company shall relieve you from the performance of any and all duties. The Company

reserves its right to adjust the above sum from dues, if any, payable to you, failing which such sum will be recoverable by the Company as a debt. This subclause is without prejudice to the rights and remedies of the Company to recover any amounts owed by you to the Company on any other account.

- ii. the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;
- iii. you must return all the Company's property to the Company on termination including any leased property, all written or machine-readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc.; and
- iv. you must not record or retain any Confidential Information of the Company including of its client/ customer which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company and/or its Group, you will return or destroy if requested by the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business or derived from the Confidential Information of the Company and/or its Group including in its electronic form and shall not retain or make copies of these items. You will provide a certificate to the Company and/or its Group that such materials have been destroyed or returned, as the case may be.

## **15. Employment Contingency**

- a. This employment offer is contingent upon satisfactory reference checks, and confirmation of prior employment and education. The Company reserves the right to carry out reference checks and verification of your prior employment dates, positions, salary drawn and other compensation and benefits information. You may be required to sign a letter permitting the Company to obtain such information from your previous employers.
- b. The company may perform subsequent checks from time to time, and if any of these reference checks prove any willful non-disclosure or discrepancy in the information provided by you, disciplinary action will be initiated.

## **16. Miscellaneous Terms and Conditions**

- a. You hereby agree and undertake to immediately intimate the Company of any change in the information provided by you.
- b. In addition to the aforesaid terms and conditions, you shall also be governed by the Company's Code of Business Conduct Policy, or any such directions or instructions as may be issued to you from time to time in discharge of your obligations as an employee of the Company. You further acknowledge that the Company reserves the right to amend the Company Policy, the Code of Business Conduct Policy and the terms and conditions of your employment from time to time in its sole and absolute discretion. Such

amendments would be communicated to you by the Company in electronic form, and you acknowledge that you shall be governed by such amendments. You will adhere, at all times, to the laws and regulations of any country in which you work.

- c. By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of the Company's Code of Business Conduct Policy, and that in consideration of the Company offering you employment with the Company, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and the Company's Code of Business Conduct Policy, including its amendments thereof.
- d. Your reasonable traveling and hotel expenses whilst traveling on Company's business will be paid in accordance with the Travel Policy of the Company as amended from time to time.
- e. In order to maintain security, the Company reserves the right to search members of its staff, employees or their personal belongings and to monitor, check, record and review telephone calls, computer files, records and emails/internet activity and any other compliance, security or risk analysis checks the Company considers reasonably necessary. This will be done only under proper supervision whilst on the Company's premises.
- f. If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
- g. The failure by the Company at any time to insist on performance of any provision set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision set out in this letter.
- h. The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

## **17. Disciplinary and Grievance Procedures**

- a. You are subject to the Company's disciplinary and grievance procedures the current versions of which can be found on the Company's intranet. These policies are non-contractual and will be updated from time to time.
- b. You shall refer any grievance concerning your employment to your superior in the first instance. Where the grievance is against the superior, the employee should put their grievance in writing and submit this to the head of their vertical or a member of the Executive Committee.

- c. In order to investigate a complaint of misconduct made against you and/or pending a disciplinary hearing the Company shall be entitled to suspend you from your duties on full pay and with full entitlement to all other benefits and commission to which you are entitled under this Letter of Appointment for so long as the Company shall consider necessary in order to facilitate a proper investigation of such complaint and during such period of suspension:
  - i. The Company may require you to stay away from and have no contact with any premises, employees, officers, customers, clients, candidates, contractors, agents or suppliers of the Group; and
    - 1. You shall, at the request of the Company, immediately deliver to the Company all or any property in your possession or control which belongs to the Company or which relates to the business of the Company, including without limitation all items mentioned in clause 14.a.ii and, for the avoidance of doubt, nothing in this clause shall require you to return Company car, unless your employment is terminated.

## 18. Intellectual Property Rights

- a. All information, inventions and discoveries or any interest in any copyright, patent and/ or other property rights developed, made or conceived of by you,
  - i. in the course of your employment with the Company under this Agreement or
  - ii. previously during your association with the Company, and/ or if you as a result of any research work come to know or during your association with the Company until the Effective Date and/ or during the course of your employment with the Company have come to know of any better process which you have developed or may develop (“Intellectual Property Rights”) shall vest solely and exclusively with the Company.
- b. You agree and understand that any and all copyrightable works that are prepared by you, within your scope of service, is “work for hire” under Applicable Law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the Intellectual Property Rights created by you, the copyright and all related rights, title and interest in all such Intellectual Property Rights is irrevocably assigned by you to the Company for valid and adequate consideration.
- c. To the extent that any Intellectual Property Rights are not vesting with the Company in accordance with the provisions of this Clause 18, you hereby irrevocably assign in perpetuity for worldwide use to the Company, all your rights, title and interest with respect to the Intellectual Property Rights developed, made or conceived of by you, either alone or with others, at any time during your employment with the Company and whether or not within working hours, arising out of such employment or pertinent to any field of Business or research in which, during such employment, the Company is engaged in. You hereby further undertake to sign all such agreements, deeds and documents as may be required under Applicable Laws to evidence the assignment of the

Intellectual Property Rights to the Company. In the event the Company is unable for any reason, after reasonable effort, to secure your signature on any document needed in connection with the actions specified herein, you hereby irrevocably designate and appoint the Company and its authorized personnel as your agent and attorney in fact and at law, which appointment is coupled with an interest, to act for and on your behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of Clause 18 with the same legal force and effect as if executed by you. You hereby waive and quit claims to the Company all claims, of any nature whatsoever, which you now or may hereafter have for infringement of any Intellectual Property Rights assigned hereunder to the Company.

- d. All records, documents, papers (including copies and summaries of them), “professional packages” and other copyright protected works made or acquired by you in the course of your employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company.
- e. You hereby represent and warrant that you shall not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by the Company. You represent and warrant that you have not violated the intellectual property rights of any third party, and covenants that you shall not violate the intellectual property rights of any third party in the course of your service with the Company. Provided that, in the event the Company is held liable for the violation of any intellectual property rights, you undertake to indemnify the Company or its Affiliate, as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney’s fees and court fees resulting there from. In case any such third party intellectual property is integrated in any Intellectual Property Rights created by you, you agree to grant to the Company a non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third party intellectual property integrated. The Company shall cooperate with you in executing all such assignments, oaths, declarations, and other documents to effect the foregoing.
- f. You hereby waive any right to and agree that you shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the Intellectual Property Rights, under the provisions of Section 19A of India’s Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

#### **19. Non-compete and Non solicit**

- a. You covenant and agree that during the term of your employment and until the later of
  - i. you ceasing to be a Shareholder in the Company; or
  - ii. 24 (Twenty-Four) months from your last working day upon termination of employment (with or without Cause) with the Company, you shall not, directly or indirectly, in any capacity, whether through partnership or as a shareholder, joint



venture partner, collaborator, consultant or agent or in any other manner whatsoever, whether for profit or otherwise:

1. carry on or participate (whether as an employee, partner, shareholder, principal, agent, director, or consultant) in any business and/ or activity which is the same as the Business other than through the Company including in the business of any Competitor;
  2. render any services to a Competitor or enter into employment with any of the Competitors;
  3. solicit or influence or attempt to influence any client, customer or other Person to direct its purchase of the products and/or services of the Company to itself or any Competitor;
  4. solicit or attempt to influence any Person, employed or engaged by the Company (whether as an employee consultant, advisor or distributor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to you or any other Person which is a Competitor of the Company; and/ or
  5. engage in any activity that conflicts with its obligations in terms of the Definitive Documents.
- b. You covenant and agree that during the term of your employment and until the later of
- i. you ceasing to be an employee in the Company; or
  - ii. 24 (Twenty-Four) months from your working day upon termination of employment (with or without cause) with the Company, you shall not, directly or indirectly:
    1. attempt in any manner to contact any client/customer or solicit from any client/customer, except on behalf of the Company, business of the type carried on by the Company or to persuade any Person, which is a client/customer of the Company to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company or damage in any way the business relationship that the Company has with any customer/client, whether or not the relationship between the Company and such client/customer was originally established in whole or in part through his efforts; or
    2. employ or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding 12 (twelve) months.
    3. You and the Company acknowledge and agree that the above restrictions

are considered reasonable for the legitimate protection of the business and goodwill of the Company but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Clause valid and effective. Notwithstanding the limitation of this provision by any Applicable Law for the time being in force, the Parties undertake to at all times observe and be bound by the spirit of this Clause. Provided however, that on the revocation, removal or diminution of law or provisions, as the case may be, by virtue of which the restrictions contained in this Clause were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

- c. You undertake to ensure that all business opportunities known to you or made known to you at any time, with respect to and/or connected with the Business are referred to the Company.
- d. For the purposes of this Clause 19, the Company shall be construed to include the Company and its Affiliates.

## **20. Confidentiality**

- a. You recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and Confidential Information that are proprietary to the Company. You covenant to hold any such information in trust for the Company and undertakes not to disclose such information to any third party.
- b. You will not at any time, directly or indirectly, disclose or divulge any Confidential Information except as required in connection with the performance of your duties for the Company, and except to the extent required by Applicable Law (but only after you have provided the Company with reasonable notice and opportunity to take action against any legally required disclosure).
- c. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of his duties for the Company.
- d. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies) in his possession, which contain or relate to Confidential Information.

## **21. Medical Fitness**

- a. This Letter of Appointment is subject to your being found medically fit by the Company's Medical Officer or such other Medical Officer that the Company may appoint for the purpose.
- b. The Company reserves the right at any time during your employment to require you to undergo a medical examination and to give such samples as a registered medical practitioner nominated by the Company may require. You hereby unconditionally grant right to the Company to receive directly from the medical officer and review your medical reports. The Company shall treat such medical reports confidential in accordance with the applicable laws.

## **22. Governing law and jurisdiction**

- a. This Letter of Appointment and the Company's Code of Business Conduct Policy shall be governed by Indian law. The courts at Bangalore only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment and/or the Company's Code of Business Conduct Policy or in any matter concerning your employment with the Company. You hereby agree to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Bangalore as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment in duplicate.

**Yours faithfully,  
For Rupeek Fintech Private Ltd.**

A handwritten signature in blue ink, appearing to read 'Kuldeep Mamgain', with a large, stylized flourish above the name.

**Kuldeep Mamgain  
Head - Human Resources**



On signing and acceptance of this Letter of Appointment, you have consented to the Company keeping, recording and processing, both electronically and manually any appropriate data it may gather during the course of your employment. This may include sensitive personal data such as medical information, etc. You also hereby grant your unequivocal consent to the Company disclosing and transferring such data to the Group Company or third party service provider for processing or otherwise.

I agree and accept employment with the Company on the basis of the terms and conditions mentioned in this Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

**Signature**

**Name: Gollapalli Kiran Kumar Reddy**

**Date: \_\_\_\_\_**

## ANNEX 1

As discussed & informed to you by your manager.

**ANNEX 2**  
**CTC – TERMS OF EMPLOYMENT**

**Name : Gollapalli Kiran Kumar Reddy**  
**Designation : Operation Engineer**

**Your Rewards Summary**

<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	6353	76230
Housing Rent Allowance	2541	30492
Leave Travel Allowance	1112	13340
Children Education Allowance	200	2400
Telephone Reimbursement	2000	24000
Special Allowance	3676	44112
PF Employer's Contribution	1800	21600
<b>Total Base Pay</b>	<b>18,197</b>	<b>218,368</b>
<b>Total Cash Compensation</b>	<b>18,197</b>	<b>218,368</b>
<b>Benefits Cost</b>		
Group Medical Insurance	664	7,965
Gratuity	306	3,667
<b>Cost to Company</b>	<b>19,167</b>	<b>230,000</b>

**Yours faithfully,**  
**For Rupeek Fintech Private Ltd.**



**Kuldeep Mangain**  
**Head - Human Resources**

**ANNEX 3**

## POST TERMINATION COVENANTS

1. For the purposes of this Annex 3 the following words and expressions shall have the following meanings: -
  - a. **"Business"**  
the business or businesses of the Company in or with which the Employee has been involved or concerned during the Period within the Restricted Area.
  - b. **"directly or indirectly"**  
the Employee acting either alone or jointly with or on behalf of any other person, firm or company, whether as principal, partner, manager, employee, contractor, director, consultant, investor or otherwise;
  - c. **"Employee": Gollapalli Kiran Kumar Reddy**
  - d. **"Key Personnel"**  
any person who is at the Termination Date or was at any time during the Period employed or engaged as a recruitment consultant, a senior recruitment consultant, team leader, manager and/or a director in the Business and with whom the Employee has had dealings during his/her employment with the Company;
  - e. **"Period"**  
the period of 6 months preceding the Termination Date or the date on which the Employee is placed on notice period (whichever is earlier);
  - f. **"Prospective Client"**  
any person, firm or company who has been engaged in negotiations, with which the Employee has been personally involved, with the Company with a view to purchasing goods and services from the Company during the Period;
  - g. **"Relevant Client"**  
any person, firm or company who at any time during the Period was a client of the Company, with whom or which the Employee dealt or for whom or which the Employee was responsible on behalf of the Company at any time during the Period;
  - h. **"Relevant Candidate"**  
any person, whose current or prospective salary is in excess of INR. 200,000 and for whom, at the Termination Date or in the nine months immediately prior to the Termination Date, the Company have found or attempted to find assignments or employment in the course of the carrying on of the Business and with whom the Employee had contact or dealings during the Period;
  - i. **"Relevant Goods and Services"**  
the goods and services of the Company in the supply of which the Employee was regularly involved or concerned at any time, or about which the Employee has acquired confidential information during the Period in the Restricted Area;
  - j. **"Relevant Period"**  
the period of Employment and the period of 6 months from the Termination Date;
  - k. **"Restricted Area"**  
India and/or any other country in which the Employee carried out his duties to any material extent during the Period;
  - l. **"Termination Date"**  
the date on which the employment of the Employee with the Company shall terminate.
2. The Employee undertakes that he shall not within the Restricted Area, save with the prior written consent of the Company, for the Relevant Period carry on or be concerned or engaged or interested directly or indirectly in any trade or business which competes with the Business.

3. The Employee shall not at any time during the Relevant Period without the prior written consent of the Company directly or indirectly, on his own behalf or on the behalf of any person, firm or company, in connection with any business which is intended to be competitive with the Business or in relation to the provision of any goods or services similar to or competitive with the Relevant Goods and Services within the Restricted Area:-
  - a. Related to Relevant Client
    - i. solicit the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Relevant Client; or
  - b. Related to Prospective Client
    - i. solicit the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Prospective Client; or
  - c. Related to Relevant Candidate
    - i. facilitate the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Relevant Candidate.
4. The Employee shall not without the prior written consent of the Company directly or indirectly, on his own behalf or on behalf of any person, firm or company at any time during the Relevant Period: -
  - a. entice away from the Company; or
  - b. endeavour to entice away from the Company; or
  - c. employ or engage; or
  - d. endeavour to employ or engage; or
  - e. cause breach of contract of employment by any Key Personnel.
5. The Employee acknowledges that the provisions of this clause are fair, reasonable and necessary to protect the goodwill and interests of the Company (the "**Interests**"). Whilst the provisions of this Annex 3 have been framed by the Company with a view to ensuring that the Interests are adequately protected taking account of the Company's legitimate expectations of the future development of the Business, it is acknowledged by the Employee that the Business may change over time and as a result it may become necessary for the Company to amend the provisions of this Schedule in order to ensure that the Interests remain adequately protected.
6. If any provision of this Annex 3 shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this Annex 3 and rendered ineffective as far as possible without modifying the remaining provisions of this Annex 3 and shall not in any way affect any other provisions or the validity or enforcement of this Annex 3.
7. The Employee acknowledges and agrees that he shall be obliged to draw the provisions of this Annex 3 to the attention of any third party who may at any time before or after the termination of the Employment offer to engage the Employee in any capacity and for whom or with whom the Employee intends to work during the Relevant Period.
8. Please confirm that the above terms and conditions are acceptable to you and that you accept the restrictions specified in this Annex 3 are an integral condition of your employment with the



Company by signing this Annex 3 in duplicate. No other representation has been made to you by the Company except those stated herein.

**Yours faithfully,  
For Rupeek Fintech Private Ltd.**

A handwritten signature in purple ink, appearing to read 'Kuldeep Mamgain', written over a faint circular stamp.

**Kuldeep Mamgain  
Head - Human Resources**

I agree and accept employment with the Company on the basis of the restrictions mentioned in this Annex 3, the terms and conditions mentioned in the Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

On

**Signature**

**Name: Gollapalli Kiran Kumar Reddy**

**Date: \_\_\_\_\_**

## Letter of Appointment of Operation Engineer

7 November 2019

**Gollapalli Kiran Kumar  
Reddy**  
Bangalore, India  
Tel: 6302176031  
E-mail: gollapallikiranumar1616@gmail.com

Dear Gollapalli Kiran Kumar Reddy,

### Re: Appointment as Operation Engineer

We have pleasure in appointing you as **Operation Engineer** at Rupeek Fintech Private Limited (the “Company”) on the following terms and conditions, read with the Code of Business Conduct Policy formulated from time to time by the Company. Non-disclosure of Confidential Information incorporated into this letter shall form part of the terms of your employment.

#### 1. Appointment

Your appointment shall be effective from the date of joining **8 November 2019**. You are required to report at **Rupeek Fintech Pvt Ltd, Bangalore**. The Company may change your place of work, at its absolute discretion, to another location at which the Company maintains premises, including offices of the Company’s affiliates and associates, in India and abroad. Further, the Company, may change your place of work, at its absolute discretion, to location of its customer’s premises anywhere in India or abroad. Your primary responsibility shall include and shall not be limited to your being responsible for Operation Engineer and more particularly described in “ANNEX 1”.

- a. During the continuance of your employment of the Company, you agree and undertake to:
  - i. Use your best endeavors to develop and improve the current business of the Company, extend such business and produce new business and to protect and further the interests of the Company;
  - ii. Perform such duties and exercise such powers in connection with the business of the Company, as may from time to time be delegated to you;
  - iii. Conform to and comply with the lawful directions and instructions made or given to you by or on behalf of the Company; and
- b. You will be employed as **Operation Engineer** of the Company at Bangalore office initially, but the Company shall be at liberty to change the job description when a business necessity for the change arises.

- c. You will be on a probation period of three months. Company reserves the right to terminate your employment without notice within this period if the performance is not found satisfactory. However, if the service is terminated by you, then clause 14.C / 14.C.i applies.

## 2. Remuneration

- a. You will be paid a salary of **Rs. 230,000/- (Rupees Two Lakhs thirty thousand)** per annum (CTC), subject to variable structure & statutory deductions. Further details of your compensation are in the attached **Annex 2** which give your Cost to Company (“CTC”) breakdown.
- b. It is a condition of your employment that you do not disclose your salary and stock options to other employees. Any breach of this regulation could result in disciplinary action.
- c. Your salary will be paid to you on a monthly basis on or before 5<sup>th</sup> day of the month immediately following the month for which it is due, subject to tax or any other deduction provided or permitted by law in force from time to time, such as the employee’s share of provident fund contributions, as well as such other sums as may be agreed with you from time to time.
- d. The Company may during your employment and its termination as specified in Clause 14, deduct from your salary any amounts that you may owe to the Company including, but not limited to, outstanding loans, advances, excess holiday and overpayments of salary, recovery of commission and insurance excesses, except for amounts the Company is by law not entitled to set-off. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub-clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
- e. You will be entitled to reimbursement for authorized expenses on submission of receipt of your expenditure, as set out in the Company’s corporate policy on Employee Expense Claims which may be amended by the Company from time to time and available on the Company’s intranet. You shall use your best endeavors to keep the amount of such expenses to a minimum.

## 3. Days and hours of Work

- a. The working days will be **6 days a week** and nine (9) hours per day, but you may be expected to work for more time as and when the business of the Company so demands. You will have to be present in the office from Monday to Friday, however on Saturdays you can opt for work from home. Your duties may require you to work late night, which can be done from home. Your duties may require you to engage in travel on behalf of the Company including travel outside India. As a consequence, you must work any additional hours as required. The salary payable to you hereunder is adequate compensation in case you are required to work for any additional hours in the office or while traveling and hence, you shall not be entitled to any additional payment in this

regard. The Company reserves the right to change your working hours if found necessary.

#### **4. Benefits**

- a. You are entitled to receive a performance bonus as per the Company's Policy as may be in place from time to time based on your individual & company performance.

#### **5. Increment in Remuneration**

- a. Your salary will be reviewed annually on the basis of the performance management norms of the Company and your performance in a given assessment period and on such effective date as applicable to employees in your category. Your salary will not necessarily be increased, and you agree that it is paid in satisfaction of all services rendered by you under this contract of employment.

#### **6. Leave**

- a. You will be entitled to 20 days of leave in a year on a prorated basis. You shall be entitled to accumulate leave up to a maximum limit permitted as per the state Shops & Establishment Act.
- b. If you are unable to attend work for more than three (3) continuous days due to illness or injury, you are required to take special permission of the Company, as set out in the Company's Code of Business Conduct Policy and to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within three (3) days after the expiry of the previous medical certificate.
- c. You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking your leave and you shall obtain his prior approval in writing.

#### **7. Retirement**

- a. The retirement age is 60 years, unless the Company specifically requires you in writing, to continue in employment beyond this age in its absolute discretion.

#### **8. No conflict of interest**

- a. You warrant that:
  - i. You have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your employment with the Company, or which would preclude you from fully performing your job responsibilities for the Company; and
  - ii. Your performance of your duties for the Company does not and will not breach any obligation wherein you have to keep in confidence any proprietary information; knowledge or data acquired by you in confidence or in trust prior to your employment by the Company; and you will not disclose to the Company or

induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

- b. Your position requires whole-time employment with the Company, and you shall devote yourself exclusively to the business of the Company. You shall regularly be present at the workplace of your employment with the Company. You shall not take up any directorship or other work (part time or otherwise) or work in an advisory capacity, or be engaged, concerned or interested directly or indirectly in any other trade or business during your employment with the Company. On termination of your employment, you will be bound by the restrictive covenants set out in **ANNEX 3**. The remuneration payable to you as stated in this Letter of Appointment shall be deemed to include valuable consideration in respect of the non-competition covenant and undertaking given by you hereinabove in this Letter of Appointment and you hereby acknowledge and admit the adequacy and sufficiency of such consideration.

## **9. Transfer**

- a. The Company reserves its right to transfer you in the same capacity or such other capacity that the Company may determine to any other location, department, branch, establishment or place of business of the Company or any other Group or affiliate company or entity of the Company in or outside India or to any of its customer's premises anywhere in India or abroad. In such cases, you will be governed by the terms and conditions of service prevailing at the new placement location. The Company may assist you in case of transfer in accordance with its Relocation Policy as may be in force.
- b. In the event, such transfer is not acceptable to you the Company may in its sole discretion terminate your employment in accordance with this Letter of Appointment. You shall not claim such dismissal as unfair in view of the alternate opportunity provided to you by the Company.

## **10. Responsibilities & Duties**

- a. Your employment in the Company shall be subject to the Company's Code of Business Conduct Policy as laid down in relation to conduct, discipline and other matters. You shall always be alive to the responsibilities and duties attached to your office and you shall conduct yourself accordingly.
- b. In view of your office, you must effectively perform to ensure results in accordance with performance parameters as may be related to your position. The determination of your performance shall be in accordance with Performance Management System of the Company which shall be final and binding on you. You will be expected to work extra hours to achieve this whenever the job so requires. You shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof. When you accept your position at the Company, you undertake to be free from any previous employment or engagement.

## **11. Confidential Information**

- a. "Confidential Information" shall deem to mean and include the following:

- i. All information relating to the Company, developed, disclosed by the Company (whether in written, oral, graphic, electronic or other tangible or intangible form) to you during the course of your employment with the Company, including but not limited to, all technical, non-technical information, data, code, business operations information, selection process, ideas and creative works, research belonging to the Company (regardless of whether such information is protectable under copyright, patent or trademark and/or trade secret), or otherwise, and includes proprietary information;
  - ii. All information including the information of the Company's client and customers, relating to such matters which comes to your knowledge in the course of your employment with the Company and which by reason of its character and/or the manner of its coming to its knowledge, is evidently confidential (whether or not marked as confidential);
  - iii. Information obtained from the Company's lists of and/or database of contact names and details and/or potential client companies, and/or client companies and/or customers and/or contractors and/or candidates;
  - iv. All information obtained from the Company's internal list of employees' names, telephone numbers, performance records or details;
  - v. All information relating to business plans, marketing plans, terms of business of client/customer companies and the terms of business of any Group Company or Company, pricing and fee arrangements, and other financial information, including without limitation details of activities, businesses, business plans or finances, its affairs or names and addresses or any other data of a client/customer, the Company and the Group Company;
  - vi. Software, technical architecture, IT infrastructure, systems, data, program code, coding practices, scripts, database definitions, site design and functionality, graphical design concepts and marketing concepts, training and development material, used for discharge of the Company's obligations to its customers or otherwise;
  - vii. Any other information designated by any Group Company as confidential;
  - viii. Any information in relation to which any Group Company owes a duty of confidentiality to any third party.
- b. You shall not, during or after the termination of your employment with the Company, without the written consent of the Company, disclose or divulge or communicate or make public or otherwise make available to any third party any Confidential Information, regarding the Company, its clients/ customers, including its or their affairs or administration or research carried out or business whether the same may be confined to you or become known to you in the course of your employment with the Company or otherwise.
- c. You agree that the Confidential Information received by you during your employment with the Company is the property of the Company or the relevant Group Company or its

clients/ customers. You agree and undertake to return all such property (whether in written, electronic or other form) to the Company immediately upon termination of your employment or at any time prior to that if the Company requests.

- d. You shall, during your employment with the Company, use your best endeavors to prevent the unauthorized use or disclosure of any Confidential Information whether by any other officer, employee or agent of the Group or otherwise and shall be under an obligation to promptly report to the Company any such unauthorized use or disclosure which comes to your knowledge.
- e. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company.

## **12. Protection of Interest**

- a. If you conceive or make any new or advanced methods of improving software/ designing/ processes/ systems or any and all improvements which are copyrightable, patentable or otherwise which forms part of intellectual property in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The salary payable to you hereunder is adequate compensation for such assignment and hence, you shall not be entitled to any additional payment in this regard.

## **13. Past Records**

- a. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, your employment with the Company shall be liable to be terminated without any notice and without any compensation.

## **14. Termination**

- a. Notwithstanding anything herein contained, your employment may be terminated immediately by the Company at any time without notice or payment in lieu thereof or any compensation or benefits whatsoever, if, among other things:
  - i. You disobey a lawful direction of the Company;
  - ii. Fail or neglect to efficiently and diligently carry out your duties to the reasonable satisfaction of the Company;
  - iii. You are found guilty of commission or omission of any act or any misconduct prescribed in the Bangalore Shops and Establishments Act or any other misconduct which are not specifically mentioned under the Bangalore Shops and Establishments Act or any other applicable laws and if the same is found to be misconduct in the opinion of the Company;

- iv. You commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this letter, or are guilty of any negligence in connection with or affecting the business or affairs of the Company;
  - v. You remain absent from work for a continuous period of seven (7) days without prior permission or sanction of the Company in writing (including overstay on leave);
  - vi. You become bankrupt or have a receiving order made against you or make any general composition with your creditors or otherwise take advantage of any similar statute offering relief to insolvent debtors;
  - vii. You breach your obligations under paragraph 8 headed 'No Conflict of Interest' or paragraph 13 headed 'Past Records' or any other material provision set out in this letter;
  - viii. You commit an act or acts in breach of the Company's Code of Business Conduct Policy; You do not meet performance parameters after having been given an opportunity to improve for a period of one (1) month from the date of notice to improve;
  - ix. You engage in conduct that could bring you or the Company into disrepute;
  - x. You are convicted of any criminal offence under the applicable laws;
  - xi. You become addicted to or habitually under the influence of alcohol or drugs (not being a drug prescribed for you by a medical practitioner for the treatment of a condition other than drug addiction) the possession of which is controlled by law; or
  - xii. any act or omission on your part which is prejudicial to the interest of the Company and not in consonance with good employer and employee relations shall be considered as misconduct and/or justifiable reason for taking a disciplinary action against you and/or your dismissal and/or termination.
- b. Without prejudice to clause 15. A but notwithstanding any other provision of this Letter of Appointment, if you are unable to perform your duties properly by reason of illness or injury for a period or periods aggregating at least 90 days in any period of 12 consecutive calendar months (the "**Period of Incapacity**") then the Company may at any time immediately after such Period of Incapacity, by not less than one (1) month prior written notice to you, terminate the Employment, while you are incapacitated by illness or injury from performing your duties.
- c. Your employment after your confirmation in the service may be terminated at any time:
- i. by you giving to the Company 1 month written notice; or
  - ii. by the Company giving you 1 month(s) written notice or by paying you an amount equal to 1 month(s) basic salary, less any applicable or required tax or other deduction.



- iii. You shall not be entitled under any circumstances to pay salary in lieu of notice to terminate your employment with the Company. You may be required to take any accrued holiday entitlement during such notice period.
- iv. In the event you do not provide the required notice period of 1 month(s), as mentioned above, then you are liable to pay the Company the following amount as liquidated damages, which you acknowledge as fair amount of expenses that the Company has and will incur to train you:
  - 1. A sum of 1 month(s) of basic salary and
  - 2. The project damages which the Company has incurred, if any.
- v. The Company shall relieve you from your employment on payment of the above mentioned amount of liquidated damages. The Company reserves its right to adjust the above sums from dues, if any, payable to you, failing which such sums will be recoverable by the Company as a debt. This subclause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
- d. The Company and you hereby declare, agree and confirm that the liquidated damages specified in Clause 14. C of this Undertaking are reasonable, fair and genuine pre-estimate of loss, damages and compensation that the Company is likely to suffer or incur as a result or consequences of breach of this Undertaking by me. The Company and I hereby declare, agree and confirm that the liquidated damages specified in this Undertaking are not unreasonable and are not by way of penalty.
- e. You acknowledge and agree that such notice (or payment in lieu thereof by the Company) is reasonable notice of termination and no other notice requirements express or implied shall apply.
- f. Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend for work, at the Company's absolute discretion. However, you will not take up any alternate employment until expiration of such notice period.
- g. The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
- h. If your employment is terminated for any reason:
  - i. Within 90 days from the date of joining, then you shall be liable to repay, refund and reimburse the Company the joining bonus, relocation bonus and any expenses borne by Company as per clause 3.2, only after which the Company shall relieve you from the performance of any and all duties. The Company

reserves its right to adjust the above sum from dues, if any, payable to you, failing which such sum will be recoverable by the Company as a debt. This subclause is without prejudice to the rights and remedies of the Company to recover any amounts owed by you to the Company on any other account.

- ii. the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;
- iii. you must return all the Company's property to the Company on termination including any leased property, all written or machine-readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc.; and
- iv. you must not record or retain any Confidential Information of the Company including of its client/ customer which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company and/or its Group, you will return or destroy if requested by the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business or derived from the Confidential Information of the Company and/or its Group including in its electronic form and shall not retain or make copies of these items. You will provide a certificate to the Company and/or its Group that such materials have been destroyed or returned, as the case may be.

## **15. Employment Contingency**

- a. This employment offer is contingent upon satisfactory reference checks, and confirmation of prior employment and education. The Company reserves the right to carry out reference checks and verification of your prior employment dates, positions, salary drawn and other compensation and benefits information. You may be required to sign a letter permitting the Company to obtain such information from your previous employers.
- b. The company may perform subsequent checks from time to time, and if any of these reference checks prove any willful non-disclosure or discrepancy in the information provided by you, disciplinary action will be initiated.

## **16. Miscellaneous Terms and Conditions**

- a. You hereby agree and undertake to immediately intimate the Company of any change in the information provided by you.
- b. In addition to the aforesaid terms and conditions, you shall also be governed by the Company's Code of Business Conduct Policy, or any such directions or instructions as may be issued to you from time to time in discharge of your obligations as an employee of the Company. You further acknowledge that the Company reserves the right to amend the Company Policy, the Code of Business Conduct Policy and the terms and conditions of your employment from time to time in its sole and absolute discretion. Such

amendments would be communicated to you by the Company in electronic form, and you acknowledge that you shall be governed by such amendments. You will adhere, at all times, to the laws and regulations of any country in which you work.

- c. By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of the Company's Code of Business Conduct Policy, and that in consideration of the Company offering you employment with the Company, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and the Company's Code of Business Conduct Policy, including its amendments thereof.
- d. Your reasonable traveling and hotel expenses whilst traveling on Company's business will be paid in accordance with the Travel Policy of the Company as amended from time to time.
- e. In order to maintain security, the Company reserves the right to search members of its staff, employees or their personal belongings and to monitor, check, record and review telephone calls, computer files, records and emails/internet activity and any other compliance, security or risk analysis checks the Company considers reasonably necessary. This will be done only under proper supervision whilst on the Company's premises.
- f. If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
- g. The failure by the Company at any time to insist on performance of any provision set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision set out in this letter.
- h. The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

## **17. Disciplinary and Grievance Procedures**

- a. You are subject to the Company's disciplinary and grievance procedures the current versions of which can be found on the Company's intranet. These policies are non-contractual and will be updated from time to time.
- b. You shall refer any grievance concerning your employment to your superior in the first instance. Where the grievance is against the superior, the employee should put their grievance in writing and submit this to the head of their vertical or a member of the Executive Committee.

- c. In order to investigate a complaint of misconduct made against you and/or pending a disciplinary hearing the Company shall be entitled to suspend you from your duties on full pay and with full entitlement to all other benefits and commission to which you are entitled under this Letter of Appointment for so long as the Company shall consider necessary in order to facilitate a proper investigation of such complaint and during such period of suspension:
  - i. The Company may require you to stay away from and have no contact with any premises, employees, officers, customers, clients, candidates, contractors, agents or suppliers of the Group; and
    - 1. You shall, at the request of the Company, immediately deliver to the Company all or any property in your possession or control which belongs to the Company or which relates to the business of the Company, including without limitation all items mentioned in clause 14.a.ii and, for the avoidance of doubt, nothing in this clause shall require you to return Company car, unless your employment is terminated.

## **18. Intellectual Property Rights**

- a. All information, inventions and discoveries or any interest in any copyright, patent and/ or other property rights developed, made or conceived of by you,
  - i. in the course of your employment with the Company under this Agreement or
  - ii. previously during your association with the Company, and/ or if you as a result of any research work come to know or during your association with the Company until the Effective Date and/ or during the course of your employment with the Company have come to know of any better process which you have developed or may develop (“Intellectual Property Rights”) shall vest solely and exclusively with the Company.
- b. You agree and understand that any and all copyrightable works that are prepared by you, within your scope of service, is “work for hire” under Applicable Law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the Intellectual Property Rights created by you, the copyright and all related rights, title and interest in all such Intellectual Property Rights is irrevocably assigned by you to the Company for valid and adequate consideration.
- c. To the extent that any Intellectual Property Rights are not vesting with the Company in accordance with the provisions of this Clause 18, you hereby irrevocably assign in perpetuity for worldwide use to the Company, all your rights, title and interest with respect to the Intellectual Property Rights developed, made or conceived of by you, either alone or with others, at any time during your employment with the Company and whether or not within working hours, arising out of such employment or pertinent to any field of Business or research in which, during such employment, the Company is engaged in. You hereby further undertake to sign all such agreements, deeds and documents as may be required under Applicable Laws to evidence the assignment of the

Intellectual Property Rights to the Company. In the event the Company is unable for any reason, after reasonable effort, to secure your signature on any document needed in connection with the actions specified herein, you hereby irrevocably designate and appoint the Company and its authorized personnel as your agent and attorney in fact and at law, which appointment is coupled with an interest, to act for and on your behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of Clause 18 with the same legal force and effect as if executed by you. You hereby waive and quit claims to the Company all claims, of any nature whatsoever, which you now or may hereafter have for infringement of any Intellectual Property Rights assigned hereunder to the Company.

- d. All records, documents, papers (including copies and summaries of them), “professional packages” and other copyright protected works made or acquired by you in the course of your employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company.
- e. You hereby represent and warrant that you shall not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by the Company. You represent and warrant that you have not violated the intellectual property rights of any third party, and covenants that you shall not violate the intellectual property rights of any third party in the course of your service with the Company. Provided that, in the event the Company is held liable for the violation of any intellectual property rights, you undertake to indemnify the Company or its Affiliate, as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney’s fees and court fees resulting there from. In case any such third party intellectual property is integrated in any Intellectual Property Rights created by you, you agree to grant to the Company a non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third party intellectual property integrated. The Company shall cooperate with you in executing all such assignments, oaths, declarations, and other documents to effect the foregoing.
- f. You hereby waive any right to and agree that you shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the Intellectual Property Rights, under the provisions of Section 19A of India’s Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

## **19. Non-compete and Non solicit**

- a. You covenant and agree that during the term of your employment and until the later of
  - i. you ceasing to be a Shareholder in the Company; or
  - ii. 24 (Twenty-Four) months from your last working day upon termination of employment (with or without Cause) with the Company, you shall not, directly or indirectly, in any capacity, whether through partnership or as a shareholder, joint

venture partner, collaborator, consultant or agent or in any other manner whatsoever, whether for profit or otherwise:

1. carry on or participate (whether as an employee, partner, shareholder, principal, agent, director, or consultant) in any business and/ or activity which is the same as the Business other than through the Company including in the business of any Competitor;
  2. render any services to a Competitor or enter into employment with any of the Competitors;
  3. solicit or influence or attempt to influence any client, customer or other Person to direct its purchase of the products and/or services of the Company to itself or any Competitor;
  4. solicit or attempt to influence any Person, employed or engaged by the Company (whether as an employee consultant, advisor or distributor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to you or any other Person which is a Competitor of the Company; and/ or
  5. engage in any activity that conflicts with its obligations in terms of the Definitive Documents.
- b. You covenant and agree that during the term of your employment and until the later of
- i. you ceasing to be an employee in the Company; or
  - ii. 24 (Twenty-Four) months from your working day upon termination of employment (with or without cause) with the Company, you shall not, directly or indirectly:
    1. attempt in any manner to contact any client/customer or solicit from any client/customer, except on behalf of the Company, business of the type carried on by the Company or to persuade any Person, which is a client/customer of the Company to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company or damage in any way the business relationship that the Company has with any customer/client, whether or not the relationship between the Company and such client/customer was originally established in whole or in part through his efforts; or
    2. employ or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding 12 (twelve) months.
    3. You and the Company acknowledge and agree that the above restrictions

are considered reasonable for the legitimate protection of the business and goodwill of the Company but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Clause valid and effective. Notwithstanding the limitation of this provision by any Applicable Law for the time being in force, the Parties undertake to at all times observe and be bound by the spirit of this Clause. Provided however, that on the revocation, removal or diminution of law or provisions, as the case may be, by virtue of which the restrictions contained in this Clause were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

- c. You undertake to ensure that all business opportunities known to you or made known to you at any time, with respect to and/or connected with the Business are referred to the Company.
- d. For the purposes of this Clause 19, the Company shall be construed to include the Company and its Affiliates.

## **20. Confidentiality**

- a. You recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and Confidential Information that are proprietary to the Company. You covenant to hold any such information in trust for the Company and undertakes not to disclose such information to any third party.
- b. You will not at any time, directly or indirectly, disclose or divulge any Confidential Information except as required in connection with the performance of your duties for the Company, and except to the extent required by Applicable Law (but only after you have provided the Company with reasonable notice and opportunity to take action against any legally required disclosure).
- c. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of his duties for the Company.
- d. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies) in his possession, which contain or relate to Confidential Information.

## **21. Medical Fitness**

- a. This Letter of Appointment is subject to your being found medically fit by the Company's Medical Officer or such other Medical Officer that the Company may appoint for the purpose.
- b. The Company reserves the right at any time during your employment to require you to undergo a medical examination and to give such samples as a registered medical practitioner nominated by the Company may require. You hereby unconditionally grant right to the Company to receive directly from the medical officer and review your medical reports. The Company shall treat such medical reports confidential in accordance with the applicable laws.

## **22. Governing law and jurisdiction**

- a. This Letter of Appointment and the Company's Code of Business Conduct Policy shall be governed by Indian law. The courts at Bangalore only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment and/or the Company's Code of Business Conduct Policy or in any matter concerning your employment with the Company. You hereby agree to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Bangalore as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment in duplicate.

**Yours faithfully,  
For Rupeek Fintech Private Ltd.**

A handwritten signature in blue ink, appearing to read 'Kuldeep Mamgain', with a large, stylized flourish above the name.

**Kuldeep Mamgain  
Head - Human Resources**





On signing and acceptance of this Letter of Appointment, you have consented to the Company keeping, recording and processing, both electronically and manually any appropriate data it may gather during the course of your employment. This may include sensitive personal data such as medical information, etc. You also hereby grant your unequivocal consent to the Company disclosing and transferring such data to the Group Company or third party service provider for processing or otherwise.

I agree and accept employment with the Company on the basis of the terms and conditions mentioned in this Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

**Signature**

**Name: Gollapalli Kiran Kumar Reddy**

**Date: \_\_\_\_\_**

## ANNEX 1

As discussed & informed to you by your manager.

**ANNEX 2**  
**CTC – TERMS OF EMPLOYMENT**

**Name : Gollapalli Kiran Kumar Reddy**  
**Designation : Operation Engineer**

**Your Rewards Summary**

<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	6353	76230
Housing Rent Allowance	2541	30492
Leave Travel Allowance	1112	13340
Children Education Allowance	200	2400
Telephone Reimbursement	2000	24000
Special Allowance	3676	44112
PF Employer's Contribution	1800	21600
<b>Total Base Pay</b>	<b>18,197</b>	<b>218,368</b>
<b>Total Cash Compensation</b>	<b>18,197</b>	<b>218,368</b>
<b>Benefits Cost</b>		
Group Medical Insurance	664	7,965
Gratuity	306	3,667
<b>Cost to Company</b>	<b>19,167</b>	<b>230,000</b>

**Yours faithfully,**  
**For Rupeek Fintech Private Ltd.**



**Kuldeep Mangain**  
**Head - Human Resources**

**ANNEX 3**

## POST TERMINATION COVENANTS

1. For the purposes of this Annex 3 the following words and expressions shall have the following meanings: -
  - a. **"Business"**  
the business or businesses of the Company in or with which the Employee has been involved or concerned during the Period within the Restricted Area.
  - b. **"directly or indirectly"**  
the Employee acting either alone or jointly with or on behalf of any other person, firm or company, whether as principal, partner, manager, employee, contractor, director, consultant, investor or otherwise;
  - c. **"Employee": Gollapalli Kiran Kumar Reddy**
  - d. **"Key Personnel"**  
any person who is at the Termination Date or was at any time during the Period employed or engaged as a recruitment consultant, a senior recruitment consultant, team leader, manager and/or a director in the Business and with whom the Employee has had dealings during his/her employment with the Company;
  - e. **"Period"**  
the period of 6 months preceding the Termination Date or the date on which the Employee is placed on notice period (whichever is earlier);
  - f. **"Prospective Client"**  
any person, firm or company who has been engaged in negotiations, with which the Employee has been personally involved, with the Company with a view to purchasing goods and services from the Company during the Period;
  - g. **"Relevant Client"**  
any person, firm or company who at any time during the Period was a client of the Company, with whom or which the Employee dealt or for whom or which the Employee was responsible on behalf of the Company at any time during the Period;
  - h. **"Relevant Candidate"**  
any person, whose current or prospective salary is in excess of INR. 200,000 and for whom, at the Termination Date or in the nine months immediately prior to the Termination Date, the Company have found or attempted to find assignments or employment in the course of the carrying on of the Business and with whom the Employee had contact or dealings during the Period;
  - i. **"Relevant Goods and Services"**  
the goods and services of the Company in the supply of which the Employee was regularly involved or concerned at any time, or about which the Employee has acquired confidential information during the Period in the Restricted Area;
  - j. **"Relevant Period"**  
the period of Employment and the period of 6 months from the Termination Date;
  - k. **"Restricted Area"**  
India and/or any other country in which the Employee carried out his duties to any material extent during the Period;
  - l. **"Termination Date"**  
the date on which the employment of the Employee with the Company shall terminate.
2. The Employee undertakes that he shall not within the Restricted Area, save with the prior written consent of the Company, for the Relevant Period carry on or be concerned or engaged or interested directly or indirectly in any trade or business which competes with the Business.

3. The Employee shall not at any time during the Relevant Period without the prior written consent of the Company directly or indirectly, on his own behalf or on the behalf of any person, firm or company, in connection with any business which is intended to be competitive with the Business or in relation to the provision of any goods or services similar to or competitive with the Relevant Goods and Services within the Restricted Area:-
  - a. Related to Relevant Client
    - i. solicit the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Relevant Client; or
  - b. Related to Prospective Client
    - i. solicit the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Prospective Client; or
  - c. Related to Relevant Candidate
    - i. facilitate the custom of; or
    - ii. facilitate the solicitation of; or
    - iii. deal with any Relevant Candidate.
4. The Employee shall not without the prior written consent of the Company directly or indirectly, on his own behalf or on behalf of any person, firm or company at any time during the Relevant Period: -
  - a. entice away from the Company; or
  - b. endeavour to entice away from the Company; or
  - c. employ or engage; or
  - d. endeavour to employ or engage; or
  - e. cause breach of contract of employment by any Key Personnel.
5. The Employee acknowledges that the provisions of this clause are fair, reasonable and necessary to protect the goodwill and interests of the Company (the "**Interests**"). Whilst the provisions of this Annex 3 have been framed by the Company with a view to ensuring that the Interests are adequately protected taking account of the Company's legitimate expectations of the future development of the Business, it is acknowledged by the Employee that the Business may change over time and as a result it may become necessary for the Company to amend the provisions of this Schedule in order to ensure that the Interests remain adequately protected.
6. If any provision of this Annex 3 shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this Annex 3 and rendered ineffective as far as possible without modifying the remaining provisions of this Annex 3 and shall not in any way affect any other provisions or the validity or enforcement of this Annex 3.
7. The Employee acknowledges and agrees that he shall be obliged to draw the provisions of this Annex 3 to the attention of any third party who may at any time before or after the termination of the Employment offer to engage the Employee in any capacity and for whom or with whom the Employee intends to work during the Relevant Period.
8. Please confirm that the above terms and conditions are acceptable to you and that you accept the restrictions specified in this Annex 3 are an integral condition of your employment with the

Company by signing this Annex 3 in duplicate. No other representation has been made to you by the Company except those stated herein.

**Yours faithfully,  
For Rupeek Fintech Private Ltd.**

A handwritten signature in purple ink, appearing to read 'Kuldeep Mamgain'.

**Kuldeep Mamgain  
Head - Human Resources**

I agree and accept employment with the Company on the basis of the restrictions mentioned in this Annex 3, the terms and conditions mentioned in the Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

On

**Signature**

**Name: Gollapalli Kiran Kumar Reddy**

**Date: \_\_\_\_\_**

**Ref No: CT/ OFFCAMP/2019-20/10943**

**October 28, 2020**

Mr. Gundluri Amith  
10/55A, Obulavaripalli Mandal, Near Police Station,  
Obulavaripalle, Cuddapah, Andhara Pradesh- 516108.

Dear Amith,

With reference to your application and subsequent interview with us, we are pleased to appoint you in our Company as **Programmer Analyst Trainee**. The terms and conditions of your appointment are given below:

**Training Period:**

This employment offer is a unique, career-based engagement enabling graduates to become full-fledged Software Professionals in the resource stream of CareTech Solutions (India) Private Ltd., (hereinafter to be referred to as “CareTech”). You will be trained in the area of Information Technology for a period of three (3) months from the date of your employment and thereafter you will be placed in the Company projects subject to your competence and availability of such projects as per the discretion of the Company, with a commitment and obligation from you to serve CareTech or any of its group or affiliated companies (“Company” or “CareTech”) as an employee for a minimum period of three (3) years.(“Commitment Period” (i.e. 3 years including 3 months of training)).

- You will be periodically evaluated during the training program through tests, projects and interviews.
- Apart from the evaluation of your on-the-job training, deputation to any project will depend on your attendance, overall behavior and performance during the training period.
- The terms and conditions of training is detailed in **Annexure-B**.

**Employment Terms and Conditions:**

- Your base training location will be Chennai. On successful completion of training, CareTech reserves the right to transfer/depute you to any of its department(s), technologies, offices, or client locations in India / Overseas.



You are eligible for the following emoluments:

Heads	Monthly (in Rs.)	Annual (in Rs.)
Basic Salary	9500	114000
HRA	5023	60276
Conveyance Allowance	1600	19200
Special Pay	2000	24000
Other Allowance	487	5844
Project Allowance *1	1000	12000
Project Incentive *2	1600	19200
Medical	417	5004
<b>Monthly Gross</b>	<b>21627</b>	<b>259524</b>
Bonus ** paid once in a year as per Act		7000
ESI		7420
Term Life Insurance Premium		415
PF (12%) company's contribution towards EPF*3		20165
Gratuity *4		5481
<b>Annual Gross</b>		<b>300005</b>

Salary will be paid on the last day of every month, which may be delayed due to delays in timesheets submission/approvals and also in case of discrepancies in attendance.

**Project Allowance \*1:**

This allowance is applicable to all technical resources in a project. This is payable approximately 30 days after the end of the month e.g. Allowance for the month of July will be paid by 31st of August based on the project allocation.

**Project Incentive \*2:**

This incentive is applicable to all technical resources and this is calculated based on the individual's effort in a given project. This is payable approximately 30 days after the end of the month. e.g. Incentive for the month of July will be paid by 31st of August.

**Term Life Insurance:**

- You will be covered under term life insurance policy for Rs.5,00,000/-.On commencement of the insurance policy the coverage benefits will be applicable after a waiting period of 30 days.
- For more details login to Employee eportal <http://eportal.htcindia.com>.



**Provident Fund \*3:**

You will be covered under PF as per the "Provident Fund Act" 1952.

**Gratuity \*4:**

You are eligible for Gratuity, as per "Payment of Gratuity Act" 1972.

Your employment with us will be governed by terms and conditions referred in **Annexure-A**. However when you are placed at any of our client site the rules and regulations of the client company would be applicable to you with regard to Office Timing, Dress Code, Lunch, Transportation and Annual holidays. Your retention in the Company's employment will be subject to your continued medical fitness.

This appointment letter constitutes the entire agreement between the parties and supersedes any other prior conditions, commitments, communication, letter or agreement, if any, entered into between the parties on the subject matter hereof.

Please sign the duplicate copy of the letter and return it to us within a week's time as a token of your acceptance of this appointment letter.

We look forward to a long and mutually fruitful association with you.

Yours Sincerely,  
**For CareTech Solutions (India) Private Ltd.**



**Authorized Signatory**

I have fully read, understood and I accept unconditionally the above appointment letter along with the terms and conditions listed in the **Annexure-A**. I will be reporting for duty on or before **November 02, 2020**.

**Signature:**

**Name: Gundluri Amith**

**Date:**



**Rewarding  
Performance**

September 29, 2019

Thejavathi E

..

**1-102 , Papasamudram Village , Gudipala Mandal  
Chittoor, Andhra Pradesh,  
India**

**Sub: Extension for Date of Joining**

Dear Thejavathi E,

This is with reference to our offer cum appointment letter dated: September 24, 2019 Ref. No: **11796217** where in we have offered you for the position of: **Graduate Engineer Trainee**. We would like to inform you that your Date of joining has been revised to **September 30, 2019**

All the other terms and condition of the offer cum appointment letter remains the same.

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.

You are requested to report at 9:00 a.m. on the day of your joining. Details regarding the same have been shared with you in "**Annexure V**"

Yours truly,

**HCL TECH LTD. - IOMC**

**AMRITA DAS  
VICE PRESIDENT**

Amrita Das

Vice President, Head-Global Rewards

**Signed & Accepted:  
Date:**

## Employment Offer Letter

Date: May 31, 2019

Dear V.RACHANA,

Subject: Offer of Employment

Congratulations! We are very pleased to offer you an employment at InfyDigital Software Solutions Private Limited. The employment details are given below:

**Position:** Recruitment Executive

**Location:** Bangalore, India

**Date of Joining:** TBD [Expected at least by 6<sup>th</sup> June 2019]

**Salary:** Rs.1,80,000 per annum which is subject to all local, state, and central employment taxes.

**Performance based bonus:** TBD

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

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

Yours sincerely,

  
Sushmitha Hegde

VP of Human Resources

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

Level 8, Tower 1, Umiya Business Bay Cessna Business Park,  
Marathahalli - Sarjapur Outer Ring Rd, Kadubeesanahalli,  
Bengaluru, Karnataka 560103  
Phone: +91 97007 79923

## Notice Period

You should be aware that your employment with the Company constitutes "At-will" employment. This means that you or the Company may terminate your employment relationship with the Company at any time, for any reason. You agree to provide 30 Days' notice in case you decide to leave the services of the Company.

Similarly, the Company can terminate your services by giving four weeks' notice or salary in lieu of notice. The foregoing notice requirement does not affect the "At-will" status of employment. You understand and agree that neither your job performance nor promotions, commendations, bonuses or the like from the Company give rise to or in any way serve as the basis for modification, amendment, or extension, by implication or otherwise, of your employment with the Company.

## Other Terms and Conditions

This offer of employment is contingent upon

- (i) Your signing and agreeing to be bound by the Company's At-will, Confidential Information, Invention Assignment and Arbitration Agreement,
- (ii) Your demonstration that you are legally able to work in India and
- (iii) Receipt of a fully executed "Non Compete and Non Solicitation Agreement" in the form attached hereto (Annexure I).

The Company reserves the right to conduct background investigations and / or reference checks on all of its potential employees. In InfyDigital, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

As a Company employee, you will be eligible to participate in the employee benefit plans currently and hereafter maintained by the Company of general applicability to similarly situated employees of the Company. You should note that the Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time. You agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company or the full discharge of your duties with the Company.

As a Company employee, you will be expected to abide by Company rules and regulations, including submitting weekly time records to your supervisor. You also agree to maintain the confidentiality of all confidential and proprietary information of the Company and agree, as a condition of your employment, to be bound by the Company's At-will, Confidential Information, Invention Assignment, and Arbitration Agreement. In the event of any dispute or claim relating to or arising out of our employment relationship, you and the Company agree that all such disputes shall be fully and finally resolved by binding arbitration. However the parties may mutually agree upon an alternate venue.

HOWEVER, we agree that this arbitration provision shall not apply to any disputes or claims relating to or arising out of the misuse or misappropriation of the Company's trade secrets or proprietary information. This letter, the documents incorporated herein by reference and the Company's At-will, Confidential Information, Invention Assignment, and Arbitration Agreement represent the entire agreement and understanding between you and the Company concerning your employment relationship with the Company, and supersede in their entirety any and all prior agreements and understandings concerning your employment relationship with the Company, whether written or oral. The terms of this letter may only be amended, canceled or discharged in writing signed by you and the Company. In the event that any provision hereof becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this letter shall continue in full force and effect without such provision.


You acknowledge that you have had the opportunity to and have carefully read and fully understand all the provisions of this letter, and are knowingly and voluntarily entering into this letter. To indicate your acceptance of the Company's offer, please sign this letter in the space provided below and make sure it reaches the VP of Human Resources at InfyDigital.

This offer letter is valid only for 15 days from the date it was issues. We must receive the signed acceptance copy of this within the validity period, else this offer will be deemed to have been rejected by you and shall lapse.

We look forward to working with you at InfyDigital Software Solutions Private Limited

Yours sincerely,

For InfyDigital Software Solutions Private Limited



*Sushmitha H.*  
Sushmitha Hegde

**VP of Human Resources**

I have read, accept and agree to the terms and conditions as set forth in this offer letter (including, arbitration of any disputes that may arise from my employment).

Date: \_\_\_\_\_

Sign your name V. Raehona

Print your name Location

## ANNEXURE I NON COMPETE & NON SOLICITATION AGREEMENT

In consideration of the employment of the undersigned ("Employee"), InfyDigital Software Solutions Private Limited (also called InfyDigital), including any of its affiliates or direct or indirect subsidiaries (collectively, the "Company"), and as a condition of continued Employment, Employee agrees as follows.

### Covenants Regarding Competition

During my employment with the Company and for a period of six months after my employment is terminated by the Company or by me for any reason, with or without cause I shall not:

- a. Seek or accept any employment from a named competitor of InfyDigital, 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 cessation of my employment with InfyDigital.
- b. Seek or accept any employment with any customer of Company for whom I performed services as an Company employee within the last twelve months of my employment with Company.
- c. Solicit business from, do business with or render services to, in any capacity, directly or indirectly, any entity that is or was a Company client or customer within the last twelve months of my employment with Company, for a purpose or in a manner that is in any way competitive with Company's business. If, during or after my employment with Company, I seek work elsewhere, I agree to provide a copy of this Agreement to any person or entities seeking to hire me before accepting employment with or engagement by any such person or entity.

### Solicitation of Employees

I agree that for a period of twelve (12) months immediately following the termination of my relationship with Company for any reason, whether with or without cause, I shall not either directly or indirectly solicit, induce, recruit or encourage any Company employee to leave Company, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of Company, either for myself or for any other person or entity.

### Injunctive and other Relief

I acknowledge that each of the restrictions contained in Sections 1 and 2 of this Agreement is reasonable and necessary in order to protect legitimate interests of Company and its customers, and that any violation thereof would cause irreparable injury to InfyDigital and / or its customers for which money damages would not be an adequate remedy. I acknowledge and agree that in the event of any violation or anticipated violation thereof, Company shall be entitled to seek, from any court of competent jurisdiction, temporary, preliminary and permanent injunctive relief, and / or any other equitable specific relief.

## Annexure to your Offer of Employment

### Welcome to InfyDigital!

Presented here are the details that refer to our offer of employment to you in the Role of **Recruitment Executive**. This is to be read in conjunction with your offer of employment dated May 31, 2019.

In accordance with the Federal Fair Labor Standards Act (FLSA) and applicable state wage and hour laws, your current Role has been classified as Exempt. The Exempt or Non Exempt Status of your Role is determined by state and federal regulations and is subject to change.

### Remuneration

#### Base Salary

While employed at **Bangalore** you will receive a Base Salary of **Rs.1,80,000** per annum. In accordance with the Company's normal payroll procedures, the salary will be credited to you latest by the last day of the month. Your growth and increase in salary will depend solely on your performance and contribution to the Company; no increase is guaranteed. Salary increases are given once in a year.

#### Performance-based Bonus

In addition to the Base Salary, you will be eligible for a Performance-based Bonus as per the Company's incentive plan. The maximum bonus you can earn will be **20%** of your Base Salary upon successful completion of the performance review and the ratings you get. As per Company policy, bonus payments are normally made in at end of each year from the date of joining. To be eligible for the payment of Performance-based Bonus for a given period, you must be on the rolls of the Company as on the last working day of the period under consideration.

### Travel Expenses & Reimbursements

The Company will also pay or reimburse you for reasonable travel, entertainment or other expenses incurred by you in the furtherance of or in connection with the performance of your duties hereunder in accordance with the Company's established policies.

### Transfer and Relocation

Please note that the Company may need to transfer employees to Company locations or client sites other than the ones they were initially hired to work at. Accordingly, we want you to be aware that you may be transferred in the future based on the Company's business and with prior approval from relevant authorities, you may be eligible for reimbursement under the company's relocation policy. Relocation is defined as the transfer of work to a new location which is 50 miles or more from the existing work location of the employee. Expenses for which you may be eligible for reimbursement include travel to new location for yourself and applicable family members via air, personal car or rental car, transportation of goods and movement of one vehicle within the INDIA. All reimbursements will be based on actuals upon submission of bills up to the policy limits and per policy guidelines.

### Choice of Law

This Agreement and the rights and duties of the Parties hereunder shall be governed by and construed and enforced in accordance with the laws of the Karnataka State, without regard to principles of conflicts of laws.

### At-will employment status

Nothing in this addendum shall be interpreted to be in conflict with, or to eliminate or modify in any way, the At-Will employment status of the undersigned employee.

Name of employee: v. Rachana

Signature of the employee: v. Rachana

Date: \_\_\_\_\_

*Company Confidential - This communication is confidential between you and InfyDigital Software Solutions Private Limited.*





08-Jul-2019

Dear K. Chandrika,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology



**Candidate ID** – 13447421

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.21,005/-** 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.21,755/-** 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:** K. Chandrika **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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

27-Apr-2019

Dear Kolindhala Durga,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 13008841

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.21,005/-** 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.21,755/-** 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:**



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*

**Annexure A**

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. Xth Certificate and mark sheet
  - b. XIth Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to [Campus.Connect@nttdata.com](mailto:Campus.Connect@nttdata.com).

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,  
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

  
B B SRINIVASULU  
VICE PRESIDENT- TALENT ACQUISITION

CONFIDENTIAL

NTT DATA Global Delivery Services Private Limited

18 & 18/1, South End Road  
Basavanagudi, Bangalore 560 004 India  
Tel: +91 80 2605 9482 Fax: +91.80 2053 0012

30 April 2019

CHAMARTHI MANASA

Siddharth Institute of Engineering & Technology Puttur

Dear CHAMARTHI MANASA,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

On your start date, please bring the documents as per Annexure A. During the training you will be given a stipend of Rs. 12,000 per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs 350,000 during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,  
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

  
B. SRINIVASULU

VICE PRESIDENT- TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by 30 Apr 19 to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: \_\_\_\_\_  
(CHAMARTHI MANASA)

Date: \_\_\_\_\_

CONFIDENTIAL

CIN: U74899KA1989PTC106577 | Phone: +91.80.2665.9482 | www.nttdataservices.com

Regd. Office: NTT DATA Global Delivery Services Private Limited, 18 & 18/1, South End Road, Basavanagudi, Bangalore, Karnataka, India. 560004



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184660241/Hyderabad**  
**Date: 09/10/2018**

Ms. M S Roshini  
Maddipatlapalli(Village),Mpaipalli(Post),Irala Mandal,Chittoor District,  
Beside Temple,  
Maddipatlapalli-517131,  
Andhra Pradesh.  
Tel# -9441812911

Dear M S Roshini,

**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/DT20184660241**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 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 ₹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 based on 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,



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/DT20184660241

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

<b>Name</b>	<b>M S Roshini</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

27-Apr-2019

Dear O Durga Sai Kumar,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 13008974

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.21,005/-** 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.21,755/-** 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

<b>Name:</b> O Durga Sai Kumar	<b>Designation:</b> Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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*



Offer Letter

28th January 2021

Bangalore

**Mr. Saikumar Dharmavaram**  
Bangalore

**Ph:** +91 8050636580

**Email:** dharmavaramsai9756@gmail.com

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear Saikumar,

We are pleased to offer you a position as **Graduate Engineer Trainee at L0** with Relevance Lab Private Limited (RL). We are sure that RL will provide you with a satisfying and challenging work environment along with a successful growth path.

Your annual compensation will be **INR 4,00,000/- (Four Lakhs Only)**. A detailed compensation break-up is enclosed in Annexure I. Terms and conditions that will affect your employment are contained in Annexure II.

We would like you to join us on or before **8th February 2021**. We would require you to provide us with a signed hard/soft copy as your acceptance of our offer. In the event that you are unable to join on or before the said date, this offer will be null and void.

We look forward to a mutually rewarding association with you at Relevance Lab.

Yours sincerely,

**For Relevance Lab Private Limited**

---

**Francis Gonsalves**  
**Senior Director - HR**

**Relevance Lab Private Limited**

Building – 2, 4<sup>th</sup> Floor, Prestige Technostar, Brookefield Main Road, Near Graphite India, Doddanekundi Industrial Area, Whitefield, Bengaluru, Karnataka -560048

Email: [info@relevancelab.com](mailto:info@relevancelab.com) | Website: [www.relevancelab.com](http://www.relevancelab.com)

Tel: 080 41460444 | CIN No: U7220KA2011PTC057258



**ANNEXURE I**

**Name: Saikumar Dharmavaram  
Designation: Graduate Engineer Trainee  
Level: L0**

<b>Components</b>	<b>Amount in INR (Annual)</b>	<b>Amount in INR (Monthly)</b>
Basic	1,80,000	15,000
HRA	72,000	6,000
Flexible Benefit Plan (FBP)* / Special Allowance	84,271	7,023
Insurance Premium	16,671	1,389
Co. contribution to PF*	21,600	1,800
Gratuity**	8,658	722
Statutory Bonus/ Ex-gratia***	16,800	1,400
<b>Total Cost to Company</b>	<b>4,00,000</b>	<b>33,333</b>

**Note**

\* Flexible Benefit Plan (FBP) details are attached as per Annexure III

\*\* Gratuity payable as per Gratuity Act

\*\*\* Statutory Bonus is payable once in every Quarter.

You are also eligible for the following benefits as per policy:

1. Life Insurance up to 2 times CTC
2. Medical Insurance for self, spouse, 2 children and parents/in-laws.
3. Personal Accident insurance cover for self, up to 2 times of your CTC.

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**Francis Gonsalves  
Senior Director - HR**



## ANNEXURE II

### TERMS AND CONDITIONS OF EMPLOYMENT

You are expected to devote your full business time, attention and energies to the performance of your duties with the Relevance Lab Private Limited Company (here in after will be referred to as Relevance Lab or RL or Company). Your place of work will be **Bangalore, India**. Under the terms of this Agreement, and without the need to terminate the employment relationship, the Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

You also hereby consent and agree to any amendments to these Terms and Conditions of Employment, as deemed necessary by Relevance Lab Private Limited. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

You will, in addition to the terms and conditions of employment 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.

**Compensation:** Your annual compensation is in accordance with the Company's standard payroll practices for salaried employees in India. The compensation will be subject to the usual deductions including deductions for tax and statutory contribution normally to be withheld by an employer in India and will be subject to adjustment pursuant to the Company's compensation policies in effect and your performance.

In case you are assigned to work outside your normal place of posting, the specific deputation letter would notify you of any changes in the compensation and benefits. In the event you are sent abroad on training and / or project work, you may be required to sign an Agreement for service with the company as per the policy of the company.

**Employee Benefits:** Upon confirmation you will be entitled, during the term of your Employment, to the Company's standard health, vacation, and other benefits covering employees in positions similar to yours and based in India. Employer contributions and employee deductions will be paid into the appropriate mandated plans. A list of public holidays recognized by the Company and other benefits information will be provided to you once you join the Company. If you are deputed for an overseas assignment, the deputation letter specific to your place of posting will specify the leave entitlements.

**Proprietary Information and Inventions Agreement:** You will be required to sign the Relevance Lab Standard Proprietary Information and Inventions Agreement, a copy of which will be provided to you on the date of joining. You will also be required to sign the proprietary and Inventions Agreement of our client(s), you are assigned to.

**Period of Employment:** The age of retirement shall be 60 years and on superannuation you shall be entitled to such benefits as are available under the law and or the rules framed by the company.



**Termination of employment:** Your employment with us is terminable without any cause by either party with 30 days' notice period or one month basic salary to be paid in lieu of notice thereof within six months from the date of joining.

After six months your employment with us is terminable without any cause by either party with 60 days' notice period or two months basic salary to be paid in lieu of notice thereof. However, releasing you prior to the stipulated two months of notice time is purely at the discretion of the management and you shall serve the company up to the two months' notice term if management decides so because of business exigency.

Your employment may be terminated by the Company with immediate effect and without any payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature including and not limited to non-performance that the terminating party could not reasonably be expected to continue the Agreement for any period of time. This situation will be treated as termination with cause.

**Recovery:** In case you leave employment with Relevance Lab without serving two months' notice, you will pay or we shall have the right to deduct as liquidated damages an amount equivalent to two month's basic salary and allowance (incase, you are currently deputed for an overseas assignment) from any amount that may be due.

In the event of separation from services of the company, (separation can also include termination on performance grounds) within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of Relocation Reimbursement / Joining Bonus or any other expenses incurred which is not part of the compensation structure.

**Background Verification:** Upon your joining, Relevance Lab shall, directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. Relevance Lab reserves the right to terminate without notice, the employment contract, at any point during the course of employment, if the background verification report is found incongruent with the information & credentials provided by you. *Additionally, in such an eventuality, Relevance Lab shall require you to refund the salary paid including employee benefits availed, if any, till such date.*

**Validity:** This offer of appointment 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 Employee Proprietary Information, Inventions and Non-competition Agreement
- Unsatisfactory feedback on your credentials from any of the references furnished by you.
- Any other essential information that has been suppressed or falsely provided.

**General:** Please note that individual salary is a confidential matter and not to be discussed with any other employee

I have read and accepted this employment offer:

Date \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## ANNEXURE III

### **Description of salary components & Details of FBP (flexible benefit plan)**

#### **A. SALARY COMPONENTS AND THEIR DESCRIPTION:**

1. Basic
2. HRA
3. Group medical insurance
4. Employer Provident fund
5. Gratuity
6. Special Allowance

##### **1. BASIC SALARY**

40 % of CTC will constitute the Basic salary. This component is taxed.

##### **2. HOUSE RENT ALLOWANCE**

This is 40 % of your basic salary. For tax exemption, employee will be required to submit the relevant documents on an annual basis. The amount once opted will be paid along with monthly salary

##### **3. GROUP MEDICAL INSURANCE**

All employees, their spouse and up to two dependent children will be enrolled under the company group medical insurance scheme. Parents or Parents in Law are also covered under the scheme. Insurance cover will be renewed on an annual basis, in the month of August every year. For the new members in the family, the updation has to be done immediately to facilitate any claims. This is non-taxable.

##### **4.EMPLOYER PROVIDENT FUND (EPF)**

Provident fund will constitute 12% of the Basic salary and will be paid as per the statutory provisions. Please note that equal 12% contribution from the employee side will be contributed too.

On top of this, an employee can opt for Voluntary Provident fund (VPF) up to 20% of the Basic Salary. There will be no employer contribution in the VPF component.

##### **5. GRATUITY**

Gratuity will constitute 4.81% of the Basic salary and will be paid as per the statutory provisions. This is non-taxable on withdrawal, as per the IT provision.

##### **6. SPECIAL ALLOWANCE**

CTC less the sum of all the components in the salary structure will constitute special allowance. It is a taxable component. If an employee opts for any of the FBP components, the amount will be deducted from the Special Allowance and will be IT exempted on submission of bills.

#### **B. FLEXIBLE BENEFIT PLAN COMPONENTS AND THEIR DESCRIPTION**

- By choosing any of the following components mentioned below, you will be entitled for tax exemption as per the governing IT provisions.
- All these components are optional, hence if not opted will be incorporated under Special Allowance and will be taxed.
- It is required to submit the bills / proof to substantiate the expenses, wherever necessary under the below mentioned options to claim the IT exemption.
- Total amount opted towards FBP components cannot exceed the special allowance.



**List of FBP Components (Optional)**

<b>FBP Component</b>	<b>Maximum Eligibility Per Annum</b>	<b>Level Eligibility</b>
Leave Travel Assistance (LTA)	100,000/-	All levels
Education Reimbursement	100,000/-	All levels
Children Education Allowance	1,200 /- per child	All levels
Children Hostel Boarding	3,600 /- per child	All levels
Food Coupons	26,400/-	All levels
Telephone Reimbursement	12,000/-	All levels

**1. LEAVE TRAVEL ASSISTANCE (LTA)**

Up to 1,00,000/- P.A of your salary can be opted towards this component. The amount will be reimbursed on an annual basis (not paid monthly) as and when the claim is made.

For tax exemption, employee will be required to submit the relevant documents by February. An employee should avail atleast 3 continuous days of PL to claim LTA benefits.

**2. CHILDREN EDUCATION ALLOWANCE**

An amount of up to Rs. 100 /- p.m. per child of (maximum 2 children) can be opted towards school fee reimbursement. The amount once opted will be paid along with monthly salary.

**3. HOSTEL ALLOWANCE**

An amount of up to Rs.300/- p.m per child (maximum 2 children) can be opted towards hostel expenses incurred. The amount once opted will be paid along with the monthly salary.

**4. FOOD COUPONS**

Employees can opt up to Rs.2200/- PM towards food expenses in the form of Sodexo Coupons distributed monthly. This is a nontaxable component.

**5. EDUCATION REIMBURSEMENT**

Eligible employees can opt up to Rs.100000/-P.A. Employees opting for education reimbursement will have to produce the supporting bills while submitting IT proofs at the end of the year for the tax exemption.

- Covers any form of training as long as it is job related and approved by the organization. Includes behavioral based training.
- The following are also covered under the reimbursement bracket:
  - ▶ Purchase of prescribed journals / books, that are required for the training
  - ▶ Subscription to any training institutes / Webinars / Seminars / workshops

Once opted for, this will be paid only once a year, along with the reimbursement claim.

**6. TELEPHONE REIMBURSEMENT**

Eligible employees can opt up to Rs. 1000 / month. Employees opting for this should produce the supporting bills at the end of the year for tax exemption. The telephone connection should be in the name of the employee. Only Telephone bills are reimbursed and NOT data/internet bills. This will be paid monthly, but tax exemption will be provided based on submission of proof.

***The interpretation of this document rests exclusively with the company. The decision of the company is final and binding. Taxability norms could get changed depending on the Income tax laws of the country.***



# Commitment Sheet

This is a commitment letter made at the interview process time.

Commitment	Hiring Manager - Signature	HR - Manager - Signature	EDC – Manager - Signature
No Commitment			

Date \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



### CHECK LIST OF DOCUMENTS

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

1. Latest Resume
2. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets).
3. Five passport size photographs with dark color blazer (**only with white background**).
4. The following documents from your immediate previous employment.
  - ✓ Relieving letter
  - ✓ Service letter
  - ✓ Salary certificate
  - ✓ Offer letter &
  - ✓ Latest salary revision letters, if any.
5. Experience Letter/ Service Certificate from the rest of the previous employment (s).
6. ID and Address Proofs (All are mandate)
  - ✓ PAN Card Copy
  - ✓ Adhar Card Copy
  - ✓ Passport Copy

**Request you to carry the originals to be verified.**



**January 5, 2019**

B. Gnapika  
1/21, Cadasilanka Palli,  
Galiveedu(M), Kadapa

**Subject: Offer of Apprenticeship with DVG TECHNOLOGY SOLUTIONS PVT. LTD**

**Dear B. Gnapika,**

We are pleased to offer you an apprenticeship opportunity with **DVG Technology Solutions PVT LTD.**

This apprenticeship opportunity will commence from **7<sup>th</sup> January, 2019**. 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 **2 Years** 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 **Jaya Chandra Reddy Gudla** during the period of your apprenticeship with DVG Technology Solutions PVT LTD.

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 **7<sup>th</sup> January, 2019** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DVG Technology Solutions PVT LTD.

**Yours sincerely,**

For DVG TECHNOLOGY SOLUTIONS PVT. LTD.

---

**JayaChandra Reddy Gudla**  
**Human Resources Manager**

**ENCL.-**

**TERMS AND CONDITIONS OF CONTRACT**



### **TERMS AND CONDITIONS OF CONTRACT**

- You will abide by all the rules, regulations and policies of the company. DVG TECHNOLOGY SOLUTIONS PVT. LTD reserves the right to amend such policies as needed.
- You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- 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.
- 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.
- You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DVG TECHNOLOGY SOLUTIONS PVT. LTD, except as may be authorized in writing by us.
- 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 DVG TECHNOLOGY SOLUTIONS PVT. LTD.
- You will be entitled to 1 day of leave per month during your apprenticeship with the organization
- At any time during this period, DVG TECHNOLOGY SOLUTIONS PVT. LTD. can terminate this service with 30 days' notice in advance.
- If, at any time during the term of the contract, you would like to leave DVG TECHNOLOGY SOLUTIONS PVT. LTD., you would have to pay a compensation to the organization totaling to a sum of ₹ 2,00,000 (Two Lakh Rupees Only)
- DVG TECHNOLOGY SOLUTIONS PVT. LTD 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)
- You also hereby consent and agree to any amendments to these Terms and Conditions of Agreement, as deemed necessary by DVG TECHNOLOGY SOLUTIONS PVT. LTD. 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.
- 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: 07.01.2019

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**January 5, 2019**

M Tendulkar  
#7-15,  
Pandiguttoor(V),  
Irala(M)  
Chittoor

**Subject: Offer of Apprenticeship with DVG TECHNOLOGY SOLUTIONS PVT. LTD**

**Dear M Tendulkar,**

We are pleased to offer you an apprenticeship opportunity with **DVG Technology Solutions PVT LTD.**

This apprenticeship opportunity will commence from **7<sup>th</sup> January, 2019**. 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 **2 Years** 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 **Jaya Chandra Reddy Gudla** during the period of your apprenticeship with DVG Technology Solutions PVT LTD.

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 **7<sup>th</sup> January, 2019** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DVG Technology Solutions PVT LTD.

**Yours sincerely,**

For DVG TECHNOLOGY SOLUTIONS PVT. LTD.

---

**JayaChandra Reddy Gudla**  
**Human Resources Manager**

**ENCL.-**

**TERMS AND CONDITIONS OF CONTRACT**





## **TERMS AND CONDITIONS OF CONTRACT**

- You will abide by all the rules, regulations and policies of the company. DVG TECHNOLOGY SOLUTIONS PVT. LTD reserves the right to amend such policies as needed.
- You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- 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.
- 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.
- You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DVG TECHNOLOGY SOLUTIONS PVT. LTD, except as may be authorized in writing by us.
- 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 DVG TECHNOLOGY SOLUTIONS PVT. LTD.
- You will be entitled to 1 day of leave per month during your apprenticeship with the organization
- At any time during this period, DVG TECHNOLOGY SOLUTIONS PVT. LTD. can terminate this service with 30 days' notice in advance.
- If, at any time during the term of the contract, you would like to leave DVG TECHNOLOGY SOLUTIONS PVT. LTD., you would have to pay a compensation to the organization totaling to a sum of ₹ 2,00,000 (Two Lakh Rupees Only)
- DVG TECHNOLOGY SOLUTIONS PVT. LTD 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)
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I have read through my offer and the terms and conditions and hereby accept the same.

Date \_\_\_\_\_

Planned start date: 07.01.2019

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**January 5, 2019**

Pedamalli Charitha  
C-159, Annamedu(V)  
Naidupeta(M),  
Nellore

**Subject: Offer of Apprenticeship with DVG TECHNOLOGY SOLUTIONS PVT. LTD**

**Dear Pedamalli Charitha,**

We are pleased to offer you an apprenticeship opportunity with **DVG Technology Solutions PVT LTD.**

This apprenticeship opportunity will commence from **7<sup>th</sup> January, 2019**. 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 **2 Years** 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 **Jaya Chandra Reddy Gudla** during the period of your apprenticeship with DVG Technology Solutions PVT LTD.

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 **7<sup>th</sup> January, 2019** failing which this apprenticeship offer stands void.

We look forward to a mutually rewarding association with you at DVG Technology Solutions PVT LTD.

**Yours sincerely,**

For DVG TECHNOLOGY SOLUTIONS PVT. LTD.

---

**JayaChandra Reddy Gudla**  
**Human Resources Manager**

**ENCL.-**

**TERMS AND CONDITIONS OF CONTRACT**



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- You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- 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.
- 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.
- You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DVG TECHNOLOGY SOLUTIONS PVT. LTD, except as may be authorized in writing by us.
- 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 DVG TECHNOLOGY SOLUTIONS PVT. LTD.
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I have read through my offer and the terms and conditions and hereby accept the same.

Date \_\_\_\_\_

Planned start date: 07.01.2019

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**January 5, 2019**

Siddam Jayachandra Naidu  
18-2-273 Abbana Colony  
Tirupati  
Chittoor

**Subject: Offer of Apprenticeship with DVG TECHNOLOGY SOLUTIONS PVT. LTD**

**Dear Siddam Jayachandra Naidu,**

We are pleased to offer you an apprenticeship opportunity with **DVG Technology Solutions PVT LTD.**

This apprenticeship opportunity will commence from **7<sup>th</sup> January, 2019**. 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 **2 Years** 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 **Jaya Chandra Reddy Gudla** during the period of your apprenticeship with DVG Technology Solutions PVT LTD.

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We look forward to a mutually rewarding association with you at DVG Technology Solutions PVT LTD.

**Yours sincerely,**

For DVG TECHNOLOGY SOLUTIONS PVT. LTD.

---

**JayaChandra Reddy Gudla**  
**Human Resources Manager**

**ENCL.-**

**TERMS AND CONDITIONS OF CONTRACT**



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- 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.
- You agree to keep confidentiality and not use for any purpose any proprietary or confidential information of DVG TECHNOLOGY SOLUTIONS PVT. LTD, except as may be authorized in writing by us.
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I have read through my offer and the terms and conditions and hereby accept the same.

Date \_\_\_\_\_

Planned start date: 07.01.2019

Name: \_\_\_\_\_

Signature: \_\_\_\_\_





January 6, 2021

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 DIVYASRI MUTHUKURU

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment 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 welcome you to be a part of our team.





January 6, 2021

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 DIVYASRI MUTHUKURU

We are pleased to offer you the position of Associate Systems 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 January 11, 2021. 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 9:00 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 [eschoolhiring@in.ibm.com](mailto:eschoolhiring@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 Organization, 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 a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. 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 are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.



- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be



deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.



- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your



employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	January 6, 2021		
NAME	DIVYASRI MUTHUKURU	BAND	06G
DESIGNATION	Associate Systems Engineer	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
<b>3. Annual Reference Salary (ARS)</b>		<b>394760</b>	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
<b>5. Annual Reference Salary + Retirals</b>		<b>425000</b>	

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 Medclaim 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  
Talent Acquisition Leader 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

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



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### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.



### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

### National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having been under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

### Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

#### 1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.



3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – January 6, 2021

Dear DIVYASRI MUTHUKURU,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location / assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



**IBM CONFIDENTIAL**

ANNEXURE B – NON-DISCLOSURE AGREEMENT

**Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to





the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

27-Apr-2019

Dear Padmapriya Dasararaju,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 12942006

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.21,005/-** 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.21,755/-** 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:** Padmapriya Dasararaju      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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*

27-Apr-2019

Dear Paida Pavithra,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 13009438

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.21,005/-** 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.21,755/-** 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

<b>Name:</b> Paida Pavithra	<b>Designation:</b> Programmer Analyst Trainee
-----------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
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	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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.

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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*

27-Apr-2019

Dear Palluru Reshma,  
B.Tech/B.E., Electronics and Communication Engineering  
Siddharth Institute of Engineering and Technology

**Candidate ID** – 13009095

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.21,005/-** 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.21,755/-** 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:**



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*



**Pradeep Kumar Rama Subba Reddy**

H.No: 17/765, Neeruganti Street,  
Anantapur,  
Anantapur (Dist) - 515001.

**December 06, 2019**

Dear **Pradeep Kumar**,

We are pleased to offer you full time employment at Vectone India Mobile Services Pvt. Ltd., Chennai as "**Trainee Software Engineer**".

The place of work will be at **Vectone India Mobile Services Private Limited, 3<sup>rd</sup> Floor, MPL Silicon Towers, Velachery-Tambaram Main Road, Velachery, Chennai - 600100.**

Your appointment is effective from the date of joining which shall be on or before **December 11, 2019.**

Your Total "Cost-to-Company" (CTC) (Total Annual Gross plus Retirals, Benefits, Incentives and Perquisites) will be **Rs. 3,81,701/- (Rupees Three Lakhs Eighty One Thousand Seven Hundred and One Only)** per annum.

A detailed breakdown for all components of the salary is attached along with the offer letter. Your performance and compensation will be reviewed periodically, and you will be eligible for salary adjustments in the future based upon these performance reviews.

This offer is subject to you visiting our offices no later than the **11 December 2019** to sign two copies of the employment agreements and bringing with you the documents listed below. Please attend the office during the hours of **11.30 AM and 06.30 PM** and ask for HR who will provide you with the employment agreement for you to sign.

Please ensure you bring the following documents when you attend the office to sign your employment agreement.

Note that these must be original for the verification and the Vectone HR team shall return them to you on the same day after the verification.

1. Your Pan Card so that the Company can verify your legal right to work in India.
2. Resignation letter for your present employment.
3. Your previous employment relieving documents.
4. Your last three months' payslips from present employer and your last three months bank statement; (if you have been unemployed then you must bring your payslips and bank statements relating to your last employer);
5. Highest Degree/Provisional Certificate and Final Year Mark Sheet.

**Vectone India Mobile Services Private Limited**

Correspondence Address: MPL Silicon Towers, Velachery- Tambaram Main Road, Velachery, Chennai - 600100



If you have any questions regarding this offer, please call me at +91-9962010064. This offer is open for your consideration until close of business hours on **December 10, 2019**.

**Pradeep Kumar**, the above summarizes the highlights of our employment offer. We feel, you will make a vital difference in the overall success of our business and look forward to you joining the Vectone team.

Yours sincerely,

HR Department  
**Vectone India Mobile Services Private Limited**

## **Compensation Breakup Sheet**

**Vectone India Mobile Services Private Limited**  
Correspondence Address: MPL Silicon Towers, Velachery- Tambaram Main Road, Velachery, Chennai - 600100

**DOJ: December 11, 2019**

**Dept: Development**

**Name : Pradeep Kumar**

**Title: Trainee Software Engineer**

Components	Annual INR	Monthly INR	Details
<b>Salary</b>			
Basic	210,000	17,500	
House Rent allowance	87,500	7,292	
Conveyance allowance	19,200	1,600	
Medical allowance	15,000	1,250	
Other allowance	18,300	1,525	
<b>Total Annual Gross</b>	<b>350,000</b>	<b>29,167</b>	
Provident Fund (Statutory)	21,600	1,800	Employer Contribution. (Employee contribution of equal amount will be deducted from Total Annual Gross)
Gratuity (Statutory)	10,101	842	
<b>Total Cost to Company</b>	<b>381,701</b>	<b>31,808</b>	



11-Dec-20

**APPOINTMENT LETTER**

**Name of the Employee:** Ms. Pushpalatha Jada

**Employee No:** 1109220

**Present Address:** CHENNAKESAVA PG #2 SAVITRI 34TH MAIN RAOD.,BTM 2nd satge  
Bangalore,Bengaluru,560068

**Permanent Address:** Same As Above

**Father's Name:** Jada Subbarayudu

**Emp. Date of Birth:** 06-Dec-97

Dear Pushpalatha Jada,

We are pleased to employ you as Associate (Grade H2) in our company, Firstsource Solutions Limited (**Company**), located at **Bangalore-Pritech**, or in such other capacity as the Company shall from time to time determine. This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

**1. APPOINTMENT**

- a. Your employment by the Company is effective from the date of this Employment Agreement 11-Dec-20.
- b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period maybe extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services.
- c. You shall retire from the services of the Company on completing 60 years of age.
- d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

**FIRSTSOURCE SOLUTIONS LTD.**

4th Floor, Tower 5A &amp; B, Pritech II, SEZ (Ecospace Park), Sarjapur Outer Ring Road, Varthur Hobli, Bengaluru - 560 103. India.

Tel: + 91 (80) 6633 6000 | Fax: +91 (80) 6633 6099

Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064. India.

Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com

(CIN: L64202MH2001PLC134147)



## 2. TERMS OF APPOINTMENT AND RESPONSIBILITIES

- a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.
- b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.
- c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.
- d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as *per* Company Policies.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.
- f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

## 3. COVENANTS

- a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.
- b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to [antibribery@firstsource.com](mailto:antibribery@firstsource.com).
- c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to [whistleblowing@firstsource.com](mailto:whistleblowing@firstsource.com)
- d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.
- e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.
- f. You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations

*Pushpalatha*

#### 4. COMPENSATION

- a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):
- Basic salary of **Rs. 6250** per month;
  - House Rent Allowance of **Rs. 2500** per month;
  - Special Allowance 1 of **Rs. Rs. 5292** per month;
  - Statutory Bonus/ Incentive/ Ex-Gratia\* of **Rs. 2808** per month; and
  - You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time
- b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.
- d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.
- e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.



#### 5. OTHER BENEFITS

- You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.
- You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.
- You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.
- You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.
- You will be eligible to participate in the medical programme as applicable to you.

*Dushpalatha*



6. **REPRESENTATIONS AND WARRANTIES**

a. You represent and warrant to the Company that:

- i. You have read and fully understand all the provisions of this Agreement and the Company Policies;
- ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;
- iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;
- iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate
- v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;
- vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;
- vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;
- viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;
- ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and
- x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.
- xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

b. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

*Dushpalatha*



## 7. DATA PROTECTION COMPLIANCE

- a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including *inter alia* the payment of salaries to its employees, may process your personal data for, *inter alia*, the following purposes:
- i. Administering and maintaining Human Resources records;
  - ii. Paying and reviewing salary and other remuneration benefits;
  - iii. Providing and administering benefits (including medical insurance and personal accident cover);
  - iv. Undertaking performance appraisals and reviews;
  - v. Maintaining sickness and other absence records;
  - vi. Taking decisions as to your fitness to work;
  - vii. Providing references and information to future employers;
  - viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and
  - ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

- b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 7.

## 8. COMPANY POLICIES

- a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.
- b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include
- c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

*Pushpalatha*

9. **EMPLOYEE SURVEILLANCE**

- a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.
- b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

10. **INTELLECTUAL PROPERTY**

- a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.
- b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.
- c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power or attorney to draw up and sign the said instrument and, or, other document on your behalf.
- d. Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations.

*Dushpalatha*



## 11. INDEMNITY

- a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

## 12. EXCLUSIVITY

- a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

## 13. NON-COMPETE AND NON-SOLICIT OBLIGATIONS

- a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):
- a. solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;
  - b. solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts
- b. If any of the restraints contained in Clause 13 or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such

determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

#### 14. **CONFIDENTIALITY**

- a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).
- b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.
- c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.
- d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.
- e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorized by the Company.
- f. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.
- g. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.
- h. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Do's and Don'ts, Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.



- i. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.
- j. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.
- k. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.
- l. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

#### 15. **TERMINATION**

- a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 6 months, with 30 days notice; or (ii) after completion of continuous employment of 6 months, by written notice of 60 days. Further, in case of termination by the company, the company may pay you salary in lieu of notice, or use a combination of part-notice and part-payment in lieu of notice. Provided that where applicable law prescribes a more favourable notice period and related *provisions* for employees, this clause shall be deemed to have been amended to incorporate the same.
- b. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
  - a. Are guilty of fraud or misconduct; or
  - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
- c. In the event you fail to report to work without permission of your supervisor or manager for a continuous period of three (3) days and you are not contactable by the Company, then the abandonment process will be initiated in accordance with the Company's Separation Policy, which may lead to termination of your employment in case you fail to resume your duties within prescribed timelines. Further, due to your failure to serve a notice period of **60 days** as required under Clause 15(a) in the event of your resignation, the Company shall initiate abandonment process as mentioned above and shall reserve the right to deduct an amount equivalent to your salary for the unserved notice period from the dues payable to you as your full and final settlement subject to applicable law.

#### 16. **GOVERNING LAW**

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

*Pushpalatha*





17. **DISPUTE RESOLUTION**

- a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,

**For Firstsource Solutions Limited**

A handwritten signature in blue ink, appearing to read "Sudhindra", is written over a faint circular stamp.

**Sudhindra Kakade**  
**Deputy General Manager – Human Resources**

**Name of Employee:**

**Signature:**

**Date:**

*Pushpalatha*

**ANNEXURE**

<b>NAME: Pushpalatha Jada</b>	<b>POSITION: Associate</b>
<b>LOCATION: Bangalore</b>	<b>GRADE: H2</b>

<b>ELEMENT</b>	<b>AMOUNT</b>
Basic	6250.00
House Rent Allowance	2500.00
Special Allowance 1	5292.00
Statutory Bonus	2808.00
<b>GROSS TOTAL</b>	<b>16850.00</b>
PF(12% of basic) –Company contribution	750.00
Gratuity*	300.00
ESI (3.25% of Gross Earnings)	560.00
<b>RETIRALS TOTAL</b>	<b>1610.00</b>
<b>FIXED SALARY (P.M)</b>	<b>18460.00</b>
<b>FIXED SALARY (P.A)</b>	<b>221520.00</b>
Night Shift Allowance (P.A)**	24000.00
Conduct Incentive(P.M)***	374.00
<b>TOTAL ANNUAL CTC</b>	<b>250008.00</b>

\* Payable as per Gratuity Act.

\*\* There is an additional Night Shift Allowance paid depending on your attendance at work, the shift you work for and will be paid as per policy.

\*\*\*\* You will be covered under Group Personal Accident and Life Insurance Policy.

\*\*\*\*\*Taxes as per Income Tax rules will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.



*Pushpalatha*



**Ref: TCSL/DT20184656330/1263402/Bangalore**

**Date: 16 July 2019**

MR. Y RAJA SEKHAR

4\_10 Settivanatham(V&P),S.R Puram(M),Chittoor(D),  
Shivalayam Temple, Chittoor,  
Andhrapradesh-517167.  
Tel# 918247518298

**Sub: Joining Letter**

Dear Mr. Y Raja Sekhar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **19th August 2019** and your training location is **Bangalore** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services

Gate 1 No 42,

Think campus Electronic City phase II,Karnataka,  
Bangalore, Karnataka-560100.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sarita Patil

Phone: 9108067242000

Email Id: sarita.patil@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Damodar Padhi**  
**Vice President & Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184331038/Hyderabad**  
**Date: 09/10/2018**

Mr. Sai Pratap Dhandu  
6-4-343/AGali Street,  
Opposite To Mosque,  
Tirupati-517501,  
Andhra Pradesh.  
Tel# 91-9440109108

Dear Sai Pratap Dhandu,

**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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements 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/DT20184331038**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹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 based on 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,





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/DT20184331038

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

<b>Name</b>	<b>Sai Pratap Dhandu</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

27-Apr-2019

Dear Sravya Reddy Gangi Reddy,  
B.Tech/B.E., Electronics and Communication Engineering  
Sikkim Manipal University

**Candidate ID** – 12942017

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.21,005/-** 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.21,755/-** 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:** Sravya Reddy Gangi Reddy      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **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*



**Offer: Computer Consultancy**

**Ref: TCSL/DT20184672911/Hyderabad**

**Date: 05/02/2020**

Ms. Sireesha Malisetti  
7/75-1Vm Puram(V),Velagacherla(P),  
Penagalur(M),Kadapa(D),  
Kadapa-516127,  
Andhrapradesh.  
Tel# 91-8978002590

Dear Sireesha Malisetti,

**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.

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. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). 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/DT20184672911**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹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 based on 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 TCS Xplore / Xperience 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, 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 expenses towards professional membership as per TCSL's policy.

**TCS Confidential**

TCSL/DT20184672911

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience 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 3 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 TCS Xperience 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**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the



documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card



## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. 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 TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sireesha Malisetti</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Siddharth Institute Of Engineering &amp; Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



## HLF SERVICES

Mr.S MADHU

Emp Code HHS02086

SALES OFFICER

BANGALORE

### SUBJECT: EMPLOYMENT

With reference to our Offer and your acceptance, We are glad to offer you employment with HLF SERVICES LIMITED with effect from 27-Nov-2019.

### Subsequent to this Employment

- 1 Your place of posting will be at our BANGALORE office.
- 2 You will be designated as SALES OFFICER.
- 3 Your grade shall be SO2.
- 4 You will be paid a total remuneration of Rs. 195282 p.a. (Rupees - One Lakh Ninety Five Thousand Two Hundred Eighty Two only). w.e.f 27-Nov-2019, break-up of which is enclosed. In additions you will be eligible to participate in our incentive programme as detailed in the annexure 2.
- 5 Your date of joining shall be considered as 27-Nov-2019 for all terminal benefits.
- 6 Your Employment Code is HHS02086. You shall quote this code for all future Correspondence.
- 7 You will be able to access our apps by logging in to <https://apps.hindujaleylfinance.com>, We have sent your login details(userid/password) to your personal mail id as mail and to your mobile as sms. We request you to change your password immediately on your first login.

Please return to us the signed copy of disciplinary declaration & the duplicate copy of this letter along with a copy of the attached General Terms & Condition duly signed by you as a token of your acceptance of this employment.

We welcome you to our organisation & wish you all success.

Best wishes,

Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Name & Signature

Date

---

### HLF SERVICES LIMITED

Corporate Office: No. 27A, Developed Industrial Estate, Guindy, Chennai- 600 032. Tel: (044) 3925 2525 Fax: 044-3925 2525

Registered Office: 1, Sardar Patel Road, Guindy, Chennai- 600 032.

Website: <https://www.hindujaleylfinance.com/>

CIN : U65902TN2008PLC069837 Email: [compliance@hindujaleylfinance.com](mailto:compliance@hindujaleylfinance.com)



## APPOINTMENT LETTER

**November 9, 2020**

Dear **GEETHANJALI. R,**

It is our pleasure to appoint you as **Analyst** in Wipro Limited at **IN-Chennai** ("Company" or "Wipro"), in **Digital Operations & Platforms** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

### 1. APPOINTMENT

1. Your date of appointment is effective from the date of joining which is **11/1/2021**, unless otherwise communicated in writing by the Company. It is understood that your date of joining Wipro Limited, will not be later than **11/1/2021** failing which this offer will automatically stand revoked without any further notice.
2. b. You will be on probation for a period of six (6) months from the date of your joining. On completion of the probation period, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the appointed post. Unless confirmation is communicated in writing, your probation period is deemed extended.
3. The retirement age is 58 years.
4. You are liable to be transferred in such capacity to any location, department, function, establishment, or branch of Wipro or its affiliate company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
5. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.
6. This offer of appointment is subject to your successful completion of all educational curricular requirements as laid down by the university/ institution for award of the degree/ diploma and the requirements, including aggregate, specified by Wipro for your role and verification of the same by the Company.

# Foxlink Technical India Private Limited.

Ref: FLKIN/AP/HR/OFR/2020/0070

Date: 2020/11/08

To,  
Ms. DIVYA MOGARALA  
5-443, MG STREET, SRIKALAHASTI, CHITTOOT  
ANDHRA PRADESH- 517644

Dear Ms. DIVYA MOGARALA

Sub: Offer Letter for the Position of "Trainee- HR Department – Employee Relation Section"

With reference to your application and subsequent interview you had with us, we offer an employment in our Company as "Trainee- HR Department – Employee Relation Section" as per the mutually and your annual CTC will be Rs.173,238/-(Rupees One Lakh Seventy Three Thousand and Two Hundred and Thirty Eight only) as per Annexure-1. The detailed appointment order will be given to you at joining.

Please sign and return the duplicate copy of this letter in token of acceptance of look forward to your joining us on 16-Nov-2020. We welcome you to our organization forward to a long and mutually beneficial association with us.

Yours truly,

For **Foxlink Technical India Private Limited.**

Authorized Signatory



I accept the position being offered by Foxlink Technical India Private Limited.

\_\_\_\_\_ and I will join on \_\_\_\_\_

Signature of Ms. DIVYA MOGARALA

Registered Office: C-1 in Unit No. 532, Logix Technova, Tower B Plot No. A-4, Sector-132  
Noida Gautam Buddha Nagar UP 201301 IN  
Corporate Office: Plot # 2 A, EMS 1, Mandal, Tirupathi, Chittoor, District 517526

**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 07, 2019

Mr.S.L.Zameer  
14-45/B, Shop Street  
Puttur (MD) - 517583  
Chittoor (Dt.)

Dear Mr.Zameer,

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<sup>th</sup> 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



Beside Dall Mill,  
Vinukonda, Guntur District,  
Andhra Pradesh - 522647.

Dear Mr. Chodeswara Rao,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Executive in Sales & Marketing** department. In this new assignment, you will be reporting to the **General Manager – Sales & Marketing** on the following terms and conditions:

**Place of Posting:** Your place of posting will be at **Tirupati SO**. However you are liable to be transferred to any of the locations existing by the organization at any time based on the exigencies.

1. **Salary and Other Benefits:** Your Gross Salary will be Rs. 15,000/- (Rs. In words Fifteen Thousand rupees only) per month and TA & DA.
2. **Joining:** Your appointment becomes effective from the date of your joining the services of the company but no later than **5<sup>th</sup> March 2020** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.
3. **Probation:** Your services shall be under probation for **Six months**. In case, you are intended to leave our Organization at any point of your services, you have to provide **One month** notice period, it is mandatory as per our organization.
4. **Medical Fitness and Verification of Particulars:** Your medical fitness has to be certified by company approved medical Practitioner.

**While joining Please bring and submit the following documents:**

- a) Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original for verification together with copies thereof.
- b) Recent Colour Passport size Photographs – 4Nos.
- c) Relieving letter from your last employer
- d) Pan Card, Adhar Card/ Pass port/ Ration Card/ Driving License as address and ID proof.
- e) Cancelled Cheque.

es: 1) Sy. No.13 - 4 To 6, Punyasamudram (V), Kanipakkam P.O., Tavanampalli (M), Chittoor Dt - 517134, A.P.  
2) Sy. No.49-3, Venkupalem (V), Vinukonda(M), Guntur Dt - 522647, A.P.  
3) Sy. No.76, Malkapur (V), Choutuppal (M), Yadadri Bhuvanagiri District, Hyderabad, Telangana - 508208  
08647 - 221612, 98857 36363 E-mail: vallabhamilk@gmail.com



**PRIVATE AND CONFIDENTIAL**

Date: December 18, 2019

Mr. Janardhanan Pb  
1-190166 Ganapathi Nagar  
Chittoor Dist  
Andhra Pradesh-517581

**EMPLOYMENT AGREEMENT**

Dear Janardhanan,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **exl Service.com (India) Private Limited** ("the Company") to the position of **Associate - Operations at Band A1**, on the terms and conditions set out herein after:

- 1 EMPLOYMENT**
- 1.1 Your effective date of joining shall be no later than : **December 18, 2019**
- 1.2 Your employment with the Company is subject to:
- (i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.
  - (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
  - (iii) On our receiving two satisfactory references; and
  - (iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; Involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.
  - (v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such

Mr. C R Gokul Krishna  
5-120 D,  
Narayanavanam,  
Chittoor

Date: 25.06.2019

Dear C R Gokul Krishna,

We are pleased to appoint you for the position of **Direct Sales Representative (DSR)**. You will be placed at Nellore, India, with effect from the date of your joining, which shall not be later than, **27-June-2019** or the offer expires. As **Direct Sales Representative** you will report to **Regional Manager**, and the terms and conditions of your employment will be as follows:-

As an employee of the Company your **Total Cost to the Company Salary** would be as per **Annexure-A**. This will be disbursed to you in accordance with the prevailing standard compensation plans of the company, information on which will be provided to you upon joining the company.

Your **salary break up** will be according the company policies followed within Shree Logistics and will follow the laws and regulations as stipulated by the Indian government from time to time.

You will be eligible for **Provident Fund Scheme and Employee State Insurance Scheme** and both employer & employee contributions to such scheme will be covered within the overall compensation package with no extra cost to the Company.

The General Terms and Conditions of Service of Shree Logistics with such modifications as may be made from time to time will apply to you.

Your employment with the Company is subject to:

1. Your medical fitness; to you being fit, physically and mentally at all times, to carry out with clarity and in team spirit, the functions assigned to you
2. The accuracy of the testimonials and information provided by you.
3. You will be required to do such work as will be assigned to you from time to time. The provisions of the Industrial Disputes Act will not be applicable to you as you will not be a "Workman" within the meaning of the said Act.
4. During the term of your employment with the Company, you shall not engage in any other employment. You shall also not act in any way, which either conflicts with your duties and obligations to the Company or contrary to the policies or the interests of the Company or any of its associated companies.
5. You will maintain strict **confidentiality** and secrecy as per the company's confidentiality agreement.
6. As part of the work you may be required to **travel** and stay at customer and or company locations for an extended period of time.
7. This agreement is concluded for a period of **6 MONTHS ONLY** and of will be terminable by either side without any default or any reason on one month's **notice** or payment of an amount equal to one months consolidated emoluments. Extension of job period will be communicated in written subject to the continuation of contract with client.

C.HARISH KUMAR  
Contact No. 9907014382  
Email ID: harishcukku.009@gmail.com

Appointment Letter

Dear Harishkumar,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. Date of joining – 11-Oct -2019
2. Location - Bangalore
3. Designation - HR Executive

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

All the above mentioned terms and conditions are subject to the terms and conditions of the company's

K.BHARGAVI  
Contact No. 8887014381  
Email ID: bhargavi@gmail.com

Appointment Letter

Dear Bhargavi,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. Date of joining – 10-Oct -2019
2. Location - Bangalore
3. Designation - HR Executive

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

As per Company policy, you will be entitled for 24 Annual Leaves per annum. The leave entitlement of the company

K.DURGAPRASAD  
Contact No. 9985876969  
Email ID: durgaprasad@gmail.com

Appointment Letter

Dear Durgaprasad,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. Date of joining – 1-Oct -2020
2. Location - Bangalore
3. Designation - HR Executive

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

E.D.HARISH  
Contact No. 9985014387  
Email ID: harish.009@gmail.com

Appointment Letter

Dear Harish,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. Date of joining – 5-Nov -2020
2. Location - Bangalore
3. Designation - HR Executive

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

S.LOKESH  
Contact No. 7788914382  
Email ID: lokeshsurri@gmail.com

Appointment Letter

Dear Lokesh,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. Date of joining – 2-Dec -2019
2. Location - Bangalore
3. Designation - HR Executive

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.



C.PAVANKUMAR  
Contact No. 9120567870  
Email ID: pavankumar.chhiki@gmail.com

Appointment Letter

Dear Pavankumar,

Congratulations on being a part of **ALK Talent Search LLP**.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions:

1. **Date of joining – 1-Oct -2019**
2. **Location - Bangalore**
3. **Designation - HR Executive**

**4. Probation Period**

You will be on probation period of 6 months from your date of joining & you are not eligible for any leave in probation period.

**5. Notice Period/Termination**

This employment between you and the company may be terminated by either of the party by giving a one month notice period. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.

**6. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**7. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

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**1-10-2019**

**G.DILEEP KUMAR  
C6872338  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Dileep kumar,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**  
Career Level- **10**  
Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

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**1-6-2019**

**K.Girish kumar  
C6872238  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Girish Kumar,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**

Career Level- **10**

Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

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**1-8-2019**

**M.ASHOK  
C6872117  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Ashok**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**

**Career Level- 10**

**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

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**2-9-2019**

**N.MONEESHA  
C6872117  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Moneesh,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

**BE YOURSELF,  
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**1-10-2019**

**M.Chamundeswari  
C6872117  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear  
**Chamundeswari,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

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**1-6-2019**

**A.ANJANEYULU  
C687889  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **ANJANEYULU,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

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**1-11-2019**

**T.K.GANAPATHY**

**C6872117**

**Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Ganapathy**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**

Career Level- **10**

Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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 the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.



**BE YOURSELF,  
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**accenture**

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**1-6-2019**

**Y.MUNIBABU**

**C6872334**

**Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Munibabu**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**

**Career Level- 10**

**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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.

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Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

**BE YOURSELF,  
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**accenture**

Strictly Private and Confidential

**1-10-2019**

**C.PADMINI  
C6872368  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **C.Padmini**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**  
Career Level- **10**  
Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company 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.

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Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

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MAKE A DIFFERENCE.**

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**1-6-2019**

**T.BHAGAVATHI  
C6872368  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **T.Bhagavathi**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
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**1-10-2019**

**P.MANOJ KUMAR  
C6872776  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Manoj kumar,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
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**1-7-2019**

**P.DIVYA SAI  
C6872776  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Divya sai**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**  
Career Level- **10**  
Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
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**1-12-2019**

**K.MOUNICA  
C687278  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Mounica**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Application Development Senior Analyst**

Career Level- **10**

Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
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**1-7-2019**

**K.DURGA PRASAD  
C687889  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Durga prasad,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**  
**Career Level- 10**  
**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

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**1-7-2019**

**S.ANJANEYULU**

**C6872117**

**Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **Anjaneyulu**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**

**Career Level- 10**

**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
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**1-9-2019**

**N.HARIBABU  
C6877888  
Hyderabad**

**Subject: Offer of Employment ("Offer")**

Dear **HARIBABU,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

**Role- Application Development Senior Analyst**

**Career Level- 10**

**Talent Segment-Software Engineering**

Your joining location would be **Hyderabad**

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**Drafts** 173

Categories

**Social** 7,048

**Updates** 3,284

**Forums** 11

**Promotions** 2,168

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Dear S.Vineela ,

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd**

As discussed, Kindly bring all your below mentioned documents on 0

Sl. No	Document Checklist
	<b>All semesters' educational documents</b>

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- Inbox** 537
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- Snoozed
- Important
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- Drafts** 173
- Categories
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  - Updates** 3,284
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Dear G.Manoj ,

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd**

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Dear D.Naveen ,

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

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Categories  
**Social** 7,048  
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**Forums** 11  
**Promotions** 2,168

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Dear

M.Chiranjeevi,

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd.**

As discussed, Kindly bring all your below mentioned documents on 01

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  - Social** 7,048
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Dear

G.Venkatalayan

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd**

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Dear,UD.Mohan

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

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Dear, Varadarajan

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd.**

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Dear ,Chinnaliganna

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As discussed, Kindly bring all your below mentioned documents on 01

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**Inbox** 537

Dear,C.Divyasree

Starred

Congratulations!!!

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On being selected with **Million Talents India Pvt. Ltd . !**

Important

As confirmed, your date of joining with **Million Talents India Pvt. Ltd.**

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Dear,P.Aruna

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

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Dear, M. Muralikrishna

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

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Dear,A.Manikantan

Congratulations!!!

On being selected with **Million Talents India Pvt. Ltd . !**

As confirmed, your date of joining with **Million Talents India Pvt. Ltd**

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Date : April 1, 2019

Ref No.: SBIGIC/HR/OF/40-21/677

Mr.P.B.JANARDHANAN  
Mobile No: 9988961866

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  
Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144

Date : October 1, 2019  
Ref No.: SBIGIC/HR/OF/40-21/677

Mr.T.UDAY KUMAR  
Mobile No: 7788820023

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 : June 1, 2019

Ref No.: SBIGIC/HR/OF/40-21/677

Mr.J.Naveen Varma  
Mobile No: 9978820023

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 : December 1, 2019  
Ref No.: SBIGIC/HR/OF/40-21/677

Ms.Kalaranjani  
Mobile No: 9978820023

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 : July 1, 2019

Ref No.: SBIGIC/HR/OF/40-21/677

Mr.S.Mohanraj  
Mobile No: 9956820023

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 : June 1, 2019

Ref No.: SBIGIC/HR/OF/40-21/677

Mr. Jayachandra Reddy  
Mobile No: 7799867200

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 : October 1, 2019  
Ref No.: SBIGIC/HR/OF/40-21/677

Ms.J.G.Veen  
Mobile No: 7799867288

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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- 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  
Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144

Date : june 1, 2020

Ref No.: SBIGIC/HR/OF/40-21/677

Mr.T.Naveen Sai Kumar  
Mobile No: 7799867288

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 : September 1, 2019  
Ref No.: SBIGIC/HR/OF/40-21/677

Ms.B.LALITHAMBICA  
Mobile No: 8889867288

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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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.
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<b>Updates</b> Snoozed	3,290
<b>Forums</b> Important	11
<b>Promotions</b> Chats Sent	2,168
<b>Drafts</b>	173
Categories	

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Dear Ms.P.KALPANA,

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 duty at the mentioned address for joining formalities followed by Induction programme. 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

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<b>Social</b> Starred	7,048
<b>Updates</b> Snoozed	3,290
<b>Forums</b> Important	11
<b>Promotions</b> Chats Sent	2,168
<b>Drafts</b>	173
Categories	

Dear Ms.B.Mamatha,

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. Please provide 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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Important	
<b>Promotions</b>	2,168
Chats Sent	
<b>Drafts</b>	173
Categories	

Dear T.Urukundappa,

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 Sales Department as a "Seed Sales Officer" and you have to report from the mentioned address for joining formalities followed by Induction program. Please provide 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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Snoozed	
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Important	
<b>Promotions</b>	2,168
Chats Sent	
<b>Drafts</b>	173
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Dear C.Udayachand,

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 position of Seed Sales Officer in the Seed Sales Department as a "Seed Sales Officer" and you have to report for duty at the mentioned address for joining formalities followed by Induction program. Kindly attend to all the particulars listed below without fail.

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Snoozed	
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Important	
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<b>Drafts</b>	173
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Dear S.K.Manigandan,

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 position of Seed Sales Officer in the Seed Sales Department as a "Seed Sales Officer" and you have to report for duty at the mentioned address for joining formalities followed by Induction program. Please provide all the particulars listed below without fail.

**Address:**

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Snoozed	
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Dear C.V.Balaji  
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.

**Address:**

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Dear R.VIJAY  
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 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:**

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<b>Promotions</b> Chats Sent	2,168
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Categories	

Dear P. Mohankrishna  
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.

**Address:**

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**Inbox** 543

Starred

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Chats Sent

**Drafts** 173

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Dear K.Madhari

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.

**Address:**

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CIN: U72200KA1990PTC019138

Personal and Confidential  
September 21, 2019

Mr. TRINADH.N  
BTM layout 1st stage  
Bangalore 560068

Dear Trinadh,

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](mailto: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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CIN: U72200KA1990PTC019138

Ms.T.Yamini  
BTM layout 1st stage  
Bangalore 560068

Personal and Confidential  
June 1, 2019

Dear Yamini,

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](mailto:cgirecruitment.india@cgi.com)
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- 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:

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- 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
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CIN: U72200KA1990PTC019138

Personal and Confidential  
August 1, 2019

Mr.E.NARESH  
BTM layout 1st stage  
Bangalore 560068

Dear Naresh,

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](mailto: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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- You will be eligible for a performance revision as per company policy



Mr.A.VINAY  
BTM layout 1st stage  
Bangalore 560068

Personal and Confidential  
July 1, 2019

Dear Vinay,

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](mailto: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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**Personal and Confidential**  
**July 1, 2019**

**Mr.S.MOHANKUMAR**  
**BTM layout 1st stage**  
**Bangalore 560068**

Dear Mohankumar,

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](mailto:cgirecruitment.india@cgi.com)
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- 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
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[cgi.com](http://cgi.com)

CIN: U72200KA1990PTC019138

**Personal and Confidential**  
**June 1, 2019**

**Mr.A.Yuva Prasad**  
**BTM layout 1st stage**  
**Bangalore 560068**

Dear Yuvaprasad,

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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- 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



CGI Information Systems and Management Consultants Pvt. Ltd.  
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore - 560 100, India  
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Mr.C.Murali Krishna  
BTM layout 1st stage  
Bangalore 560068

Personal and Confidential  
October 1, 2019

Dear Murali Krishna,

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](mailto:cgirecruitment.india@cgi.com)
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[cgi.com](http://cgi.com)

CIN: U72200KA1990PTC019138

**Personal and Confidential**  
**December 1, 2019**

**Mr.P.ANIL KUMAR**  
**BTM layout 1st stage**  
**Bangalore 560068**

Dear Anilkumar,

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**  
**June 1, 2019**

**Mr.Y.DURGA PRASAD**  
BTM layout 1st stage  
Bangalore 560068

Dear Durgaprasad,

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.

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CIN: U72200KA1990PTC019138

**Personal and Confidential**  
**June 1, 2019**

**Ms.YASASWINI**  
**BTM layout 1st stage**  
**Bangalore 560068**

Dear Yasaswini,

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.

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# 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

August 01, 2019

Dear Mr.k.VENKAIAH,

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

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

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Anna Salai, Thousand 9hts. Chennai - 600 006. Ph: +91 44 28293065 / 28293066

August 01, 2019

Dear Mr.A.MANI,

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.

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June 01, 2019

Dear Mr.R.GIREESH,

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.

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M Ejazuddin  
Managing Director

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June 01, 2019

Dear Mr.G.HEMANTH KUMAR,

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 June, 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

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Anna Salai, Thousand 9hts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

October 1, 2019

Dear Mr.M.Balaji,

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

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Anna Salai, Thousand 9hts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

June 1, 2019

Dear Mr.M.KARTHIKEYUDU,

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 June, 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

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# ELTECH APPLIANCES PRIVATE LIMITED

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Anna Salai, Thousand ghts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

june 01, 2020

Dear Ms.S.NANDINI,

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 june, 2020. 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

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**JULY 01, 2020**

Dear Ms.K.Anusha,

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, 2020. 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.

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# ELTECH APPLIANCES PRIVATE LIMITED

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Anna Salai, Thousand 9bts, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

December 01, 2020

Dear Mr.A.Balanarashimulu,

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 December, 2020. 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

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Anna Salai, Thousand Lights, Chennai - 600 006. Ph: +91 44 28293065 / 28293066

August 01, 2020

Dear Ms.Dhanalaksmi,

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.

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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

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
02/08/2019,  
V.DHARANI  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Dharani,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/08/2019,  
N.DIVAY  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Divay,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644  
02/06/2019,  
K.GNANENDRA  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear GNANENDRA,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/12/2019,  
V.JAGAN MOHAN REDDY  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Jaganmohanreddy,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/10/2019,  
V.JAYAPRAKESH  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Jayaprakesh,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai



EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/7/2019,  
R.JYOSHNA  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Jyoshna ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Cappgemini Ref: 1810630  
/252644,  
01/11/2019,  
M.KAVITHA  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Kavitha,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/7/2019,  
G.KIRAN KUMAR  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Kiran kumar,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1810630  
/252644,  
01/6/2019,  
M.MAHESH  
chemmanchery,[[JOB\_APPLICATION\_CUSTOM74]],  
chennai ,Tamil Nadu,  
India.

Confidential

Dear Mahesh,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/06/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Process Associate /A3
- B) You will be required to work at the Company's offices in location Chennai



**Dated:** 1 JUNE 2019  
**Employee Name:** Mr.K.Naveen Kumar  
**Tel:** +91 7701664525  
**Email ID:** NAVEEENKUMAR.689@GMAIL.COM

## **Subject: - Employment Offer Letter**

I am pleased to offer you the opportunity to join **Global Information Technology Solution W.L.L** ("Global ITS") immediately on the following terms and conditions:

**Position:** Associate Functional Consultant

**Location:** Chennai- India Branch

**Join Date:** immediately - upon offer's acceptance date

**Salary Package:** **INR 268,800.00 PER ANNUM** (Indian Rupees Two Lakh Sixty-Eight Thousand & Eight Hundred Only) as mentioned in below schedule:

Salary Details	Monthly (INR)	Annual (INR)
Basic	10,000.00	120,000.00
HRA	5,000.00	60,000.00
Transport Allowance	2,500.00	30,000.00
Telephone Allowance	2,500.00	30,000.00
Other Allowances	1,200.00	14,400.00
<b>Gross Salary</b>	<b>21,200.00</b>	<b>254,400.00</b>
<b>Benefits</b>		
PF (Employer Contribution)	1,200.00	14,400.00
<b>Cost to Company (CTC)</b>	<b>22,400.00</b>	<b>268,800.00</b>
<b>Deductions</b>		
PF -Employees Contribution	1,200.00	14,400.00
PF -Employees Contribution	1,200.00	14,400.00
<b>Net Take Home before TDS*</b>	<b>20,000.00</b>	<b>240,000.00</b>

*\*Rate of TDS is subjected to Declaration and submission of related information and document by employee.*



**Dated:** 1 JULY 2019  
**Employee Name:** Ms.S.PAVITHRA  
**Tel:** +91 9901664525  
**Email ID:** PAVITHRA.SOOLI@GMAIL.COM

## **Subject: - Employment Offer Letter**

I am pleased to offer you the opportunity to join **Global Information Technology Solution W.L.L** ("Global ITS") immediately on the following terms and conditions:

**Position:** Associate Functional Consultant  
**Location:** Chennai- India Branch  
**Join Date:** immediately - upon offer's acceptance date  
**Salary Package:** **INR 268,800.00 PER ANNUM** (Indian Rupees Two Lakh Sixty-Eight Thousand & Eight Hundred Only) as mentioned in below schedule:

Salary Details	Monthly (INR)	Annual (INR)
Basic	10,000.00	120,000.00
HRA	5,000.00	60,000.00
Transport Allowance	2,500.00	30,000.00
Telephone Allowance	2,500.00	30,000.00
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<b>Deductions</b>		
PF -Employees Contribution	1,200.00	14,400.00
PF -Employees Contribution	1,200.00	14,400.00
<b>Net Take Home before TDS*</b>	<b>20,000.00</b>	<b>240,000.00</b>

*\*Rate of TDS is subjected to Declaration and submission of related information and document by employee.*



**Dated:** 1 OCTOBER 2019  
**Employee Name:** Mr.B.SREENIVASULU REDDY  
**Tel:** +91 9581664525  
**Email ID:** SREENU.REDDY@GMAIL.COM

## **Subject: - Employment Offer Letter**

I am pleased to offer you the opportunity to join **Global Information Technology Solution W.L.L** ("Global ITS") immediately on the following terms and conditions:

**Position:** Associate Functional Consultant

**Location:** Chennai- India Branch

**Join Date:** immediately - upon offer's acceptance date

**Salary Package:** **INR 268,800.00 PER ANNUM** (Indian Rupees Two Lakh Sixty-Eight Thousand & Eight Hundred Only) as mentioned in below schedule:

Salary Details	Monthly (INR)	Annual (INR)
Basic	10,000.00	120,000.00
HRA	5,000.00	60,000.00
Transport Allowance	2,500.00	30,000.00
Telephone Allowance	2,500.00	30,000.00
Other Allowances	1,200.00	14,400.00
<b>Gross Salary</b>	<b>21,200.00</b>	<b>254,400.00</b>
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<b>Deductions</b>		
PF -Employees Contribution	1,200.00	14,400.00
PF -Employees Contribution	1,200.00	14,400.00
<b>Net Take Home before TDS*</b>	<b>20,000.00</b>	<b>240,000.00</b>

*\*Rate of TDS is subjected to Declaration and submission of related information and document by employee.*



**Dated:** 1 November 2019  
**Employee Name:** Mr.K.Kishor  
**Tel:** +91 9581664525  
**Email ID:** KISHOR.KOOLI@GMAIL.COM

## **Subject: - Employment Offer Letter**

I am pleased to offer you the opportunity to join **Global Information Technology Solution W.L.L** ("Global ITS") immediately on the following terms and conditions:

**Position:** Associate Functional Consultant

**Location:** Chennai- India Branch

**Join Date:** immediately - upon offer's acceptance date

**Salary Package:** **INR 268,800.00 PER ANNUM** (Indian Rupees Two Lakh Sixty-Eight Thousand & Eight Hundred Only) as mentioned in below schedule:

Salary Details	Monthly (INR)	Annual (INR)
Basic	10,000.00	120,000.00
HRA	5,000.00	60,000.00
Transport Allowance	2,500.00	30,000.00
Telephone Allowance	2,500.00	30,000.00
Other Allowances	1,200.00	14,400.00
<b>Gross Salary</b>	<b>21,200.00</b>	<b>254,400.00</b>
<b>Benefits</b>		
PF (Employer Contribution)	1,200.00	14,400.00
<b>Cost to Company (CTC)</b>	<b>22,400.00</b>	<b>268,800.00</b>
<b>Deductions</b>		
PF -Employees Contribution	1,200.00	14,400.00
PF -Employees Contribution	1,200.00	14,400.00
<b>Net Take Home before TDS*</b>	<b>20,000.00</b>	<b>240,000.00</b>

*\*Rate of TDS is subjected to Declaration and submission of related information and document by employee.*



Aug 14, 2020

HR/BP/0820/588006

Mr. Yanakandla Nagendra  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear  
Yanakandla,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **Aug 14, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
Rashmi Singh  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

June 1, 2020

HR/BP/0820/588006

Mr. G.SEKHAR  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear Sekhar,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"** The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **June 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
Rashmi Singh  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

August 1, 2020

HR/BP/0820/588006

Mr. S.KIRAN KUMAR  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear  
Kirankumar,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"** The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **August 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
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  - 4.7 Photocopy of your Aadhaar Card with number
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  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
Rashmi Singh  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

October 1, 2020

HR/BP/0820/588006

Ms.M.MONIKA  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear Monika,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **October 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
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  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

---

**Rashmi Singh**  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

June 1, 2020

HR/BP/0820/588006

Mr.S.Kotesh Reddy  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear Kotesh ,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **June 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
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  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
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- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
**Rashmi Singh**  
**Manager - Human Resources**  
**Hinduja Global Solutions Limited**

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

June 1, 2020

HR/BP/0820/588006

Ms.R.Saritha  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear Saritha ,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **June 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
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  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
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  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
**Rashmi Singh**  
**Manager - Human Resources**  
**Hinduja Global Solutions Limited**

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

August 1, 2020

HR/BP/0820/588006

Mr.W.D.Lokesh  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear Lokesh ,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"** The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **August 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation:** You are required to furnish the following at the time of joining duty-
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  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
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  - 4.6 Photocopy of Passport, if available.
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  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
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  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
Rashmi Singh  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

June 1, 2020

HR/BP/0820/588006

Mr.P.Nagapaven varam  
Shiva Ganesh PG, Near Axis Bank ATM , Balaji Layout, Dental College  
Road,,E Zone, Marathahalli,  
Bangalore-560037

**Letter of Appointment**

Dear  
Nagapaven ,

- 1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment:** Your effective date of Appointment will be on or before **June 1, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
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  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

\_\_\_\_\_  
Rashmi Singh  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**18-Jan-2020**

**Pramod Kashyap Ramadurgam**

C8490162

**D.NO 11/534 HAVNNAPET BRAMHIN STREET ADONI 518301.**

**9849138771**

**Dear Pramod,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

**Role - Application Development Associate**

**Career Level - Career level - 12**

**Talent Segment - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% or 6.5 CGPA or more, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 10.0 (Oct 2019)

1

Candidate's Signature \_\_\_\_\_

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 4301295/622216,

02/18/2021,

Rupesh Gowri,  
Keeramanda(V&P), Bangarupalyam(M),Chittoor(Dist), A-P-517429.  
Bangalore,  
India.

**Confidential**

Dear Rupesh Gowri,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **03/17/2021** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Consultant/B2**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 8:30 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
164-165, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 850,010.00 (Rupees Eight Lakh Fifty Thousand And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout 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.

The breakup of your all-inclusive annual target compensation is as follows:



**CGI Information Systems and Management Consultants Pvt. Ltd.**

Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
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**

**August 13, 2019**

**Ms. M. Ligitha,  
Penumur,  
Chittoor,  
Andhra Pradesh-517126**

Dear Ligitha,

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 120,000/-**.

You are requested to report at our **Chennai** office on **August 22, 2019**. Your appointment will be effective on your joining date. If you do not confirm your acceptance, 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. The above mentioned date of joining will be confirmed only on receipt of your acceptance to the above email-Id on or before **August 21, 2019**
- 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 044-6647 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
- This appointment will be based on your agreement to serve the company for a period of two years effective your date of joining. On joining, you will have to sign the Employment Agreement with the company
- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies
- You will be eligible for a performance review or a salary revision as per company policy



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**August 13, 2019**

**Mr. P. Nagarjuna,  
Naidupeta,  
Nellore,  
Andhra Pradesh-524126**

Dear Nagarjuna,

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.

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**August 13, 2019**

**Mr. P. Pruthvi Reddy,  
P T Samudhram,  
Chittoor,  
Andhra Pradesh-517319**

Dear Pruthvi,

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 13, 2019**

**Mr. B Reddy Varun,  
Rayadurg,  
Anantapur,  
Andhra Pradesh-515865**

Dear Reddy Varun,

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.

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**August 13, 2019**

**Mr. Y Somasekhar Reddy,  
Mittapallur, Puttur,  
Chittoor,  
Andhra Pradesh-517583**

Dear Somasekhar,

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.

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January 29, 2021

**Avinash Sai Karnam**  
Chennai

## **Offer of Employment**

Dear **Avinash Sai Karnam**,

### **Congratulations!**

Subsequent to your interest in seeking placement with our organization, we are pleased to offer you the position of **Software Engineer** at Foray Software Pvt Ltd. (hereinafter "**Foray**" or "**Company**") and the joining date would be on or before **01-February-2021**.

Your employment will be based at **Chennai**, however, based on the position's requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to **01-February-2021** subject to your joining Foray on or before the given joining date.

Your Annual Compensation (CTC) is **INR 5,00,000 /- (Rupees Five Lakhs Only)** and the salary components are detailed in Annexure 1 and will be subjected to statutory deductions viz. TDS, ESIC, Provident Fund and Professional Tax as applicable.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Your employment with Foray Software Pvt Ltd will be governed by the following **terms and conditions**. You will also be governed by current Foray's rules, regulations, internal policies and practices which are subject to change from time to time.

### **1. Location of work**

Your employment will be based in CHENNAI and the company reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

### **2. Duties and Responsibilities**

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.



**Foray Software Pvt Ltd.**

V V G Elite, Plot No. 241, Block B, Sy. No's. 43/P, 44/P, 45, 46 & 48,  
Kavuri Hills, Phase 2, Kavuri Hills, Madhapur, Hyderabad,  
Telangana - 500033, Phone : 040 - 4851 3070 | [www.foraysoft.com](http://www.foraysoft.com)





**Offer: Computer Consultancy**

**Ref: TCSL/DT20206520750/Bangalore**

**Date: 01/02/2020**

Ms. A Bhavani,  
Sathyavedu,  
Chittoor-517588,  
Andhra Pradesh.

Dear Bhavani,

**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 **U**. 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 **3,00,000/-** per annum, as per the terms and conditions set out herein.

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. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). 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/DT20206520750**

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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Offer: Computer Consultancy**

**Ref: TCSL/DT20206520741/Bangalore**

**Date: 01/02/2020**

Ms. T Chaithanya,  
Nagiri,  
Chittoor-517590,  
Andhra Pradesh.

Dear Chaithanya,

**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 **U**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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**TCS Confidential**

**TCSL/DT20206520741**

**1**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206520759/Bangalore**  
**Date: 01/02/2020**

Mr. P Harikrishna,  
Ramasamudram,  
Kadapa-516107,  
Andhra Pradesh.

Dear Harikrishna,

**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 **U**. 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 **3,00,000/-** per annum, as per the terms and conditions set out herein.

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**TCS Confidential**  
**TCSL/DT20206520759**

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206520776/Bangalore**  
**Date: 01/02/2020**

Ms. S Lavanya,  
Penumur,  
Chittoor-517126,  
Andhra Pradesh.

Dear Lavanya,

**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.

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**TCS Confidential**  
**TCSL/DT20206520776**

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**Offer: Computer Consultancy**

**Ref: TCSL/DT20206520776/Bangalore**

**Date: 01/02/2020**

Ms. G Manasa,  
S R R Puram,  
Chittoor-517167,  
Andhra Pradesh.

Dear Manasa,

**Sub: Letter of Offer**

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August 29, 2019

K Dilli  
1-16, Palasamudra,  
Chittoor  
Andhra Pradesh-517421

Subject: Employment Offer Letter – Confidential

Dear Dilli

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
2. Your all-inclusive compensation, on a cost to the company basis, is INR 2,50,000/- Per Annum (Two Lakh Fifty Thousand Rupees Only), payable as a monthly salary less applicable taxes and deductions. Your compensation details are confidential, and you may discuss it only with the undersigned individual in case of any clarification. Annexure 1 Compensation CTC provides a breakup and explanation of the components of your compensation
3. Your initial place of work will be Hyderabad. However, your services are transferable, and you may be transferred, to any location in India or abroad where the company or any one of its affiliates or clients conduct business, after reasonable notice. You may be transferred according to the exigencies of work from one department/project/role (whether existing or which may be established in future) to another in the company, at the discretion of the management.
4. This offer of employment is based upon your representation of your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
5. You will be entitled for 24 days of leave annually which can be availed on pro-rata basis, in accordance with the Company's Leave Policy which may be amended from time to time. Leave should be taken with prior approval of your reporting authority. You are also entitled to the Public Holidays as notified by the company.
6. You will be on probation for a period of six months and would be confirmed upon successful completion of your probation based on your performance.
7. During the probationary period, either you or the Company may terminate your service by giving fifteen (15) days written notice or gross salary in lieu thereof. Upon confirmation, the notice period is two (2) months by either side or gross salary in lieu of notice period. The Company may at its sole discretion reject salary in lieu of notice and require you to serve your notice period in full to meet the business needs.
8. As part of the Jocata team, you will be governed by our code of conduct, which entails strict adherence to confidentiality and ethical norms. You will also be governed by the rules, regulations, guidelines, policies, and practices of the Company, which may be amended from time to time.
9. Your formal appointment letter will be given to you on the date of joining which will include all our terms and conditions of employment. On your date of joining, we will require that you sign the appointment letter, NDA, and complete other employment formalities. This offer of employment is also subject to your submission of documents as outlined in in the attached Joining Documents Checklist, Annexure B.
10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.



August 29, 2019

B Jyothi  
8/03, Amadagur,  
Anantapur,  
Andhra Pradesh-515411

Subject: Employment Offer Letter – Confidential

Dear Jyothi

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
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10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.



August 29, 2019

D Raja,  
2-15, Allagadda,  
Kurnool,  
Andhra Pradesh-518543.

Subject: Employment Offer Letter – Confidential

Dear Raja

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
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4. This offer of employment is based upon your representation of your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
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10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.





August 29, 2019

B Rajasekhar Reddy,  
18-64, B Kothakota,  
Chittoor,  
Andhra Pradesh-517370.

Subject: Employment Offer Letter – Confidential

Dear Rajasekhar,

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
2. Your all-inclusive compensation, on a cost to the company basis, is INR 2,50,000/- Per Annum (Two Lakh Fifty Thousand Rupees Only), payable as a monthly salary less applicable taxes and deductions. Your compensation details are confidential, and you may discuss it only with the undersigned individual in case of any clarification. Annexure 1 Compensation CTC provides a breakup and explanation of the components of your compensation
3. Your initial place of work will be Hyderabad. However, your services are transferable, and you may be transferred, to any location in India or abroad where the company or any one of its affiliates or clients conduct business, after reasonable notice. You may be transferred according to the exigencies of work from one department/project/role (whether existing or which may be established in future) to another in the company, at the discretion of the management.
4. This offer of employment is based upon your representation of your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
5. You will be entitled for 24 days of leave annually which can be availed on pro-rata basis, in accordance with the Company's Leave Policy which may be amended from time to time. Leave should be taken with prior approval of your reporting authority. You are also entitled to the Public Holidays as notified by the company.
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8. As part of the Jocata team, you will be governed by our code of conduct, which entails strict adherence to confidentiality and ethical norms. You will also be governed by the rules, regulations, guidelines, policies, and practices of the Company, which may be amended from time to time.
9. Your formal appointment letter will be given to you on the date of joining which will include all our terms and conditions of employment. On your date of joining, we will require that you sign the appointment letter, NDA, and complete other employment formalities. This offer of employment is also subject to your submission of documents as outlined in in the attached Joining Documents Checklist, Annexure B.
10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.



October 29, 2020

M Saikrishnareddy  
8/30, Alapakam  
Chittoor  
Andhra Pradesh-517591

Subject: Employment Offer Letter – Confidential

Dear Saikrishna

Congratulations! On behalf of **Jocata Financial Advisory & Technology Services Private Limited** (“Jocata” or the “Company”), it is our pleasure to offer you the position of **Trainee – Support Engineer**. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on **30 October 2020**. You should report for joining no later than **9:30 A.M.** on your joining date. We would expect you to let us know your acceptance of offer by **29 October 2020**, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
2. Your all-inclusive compensation, on a cost to the company basis, is **INR 2,50,000/- Per Annum (Two Lakh Fifty Thousand Rupees Only)**, payable as a monthly salary less applicable taxes and deductions. Your compensation details are confidential, and you may discuss it only with the undersigned individual in case of any clarification. **Annexure 1 – Compensation CTC** provides a breakup and explanation of the components of your compensation
3. Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be transferred, to any location in India or abroad where the company or any one of its affiliates or clients conduct business, after reasonable notice. You may be transferred according to the exigences of work from one department/project/role (whether existing or which may be established in future) to another in the company, at the discretion of the management.
4. This offer of employment is based upon your representation of your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
5. You will be entitled for 24 days of leave annually which can be availed on pro-rata basis, in accordance with the Company’s Leave Policy which may be amended from time to time. Leave should be taken with prior approval of your reporting authority. You are also entitled to the Public Holidays as notified by the company.
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8. As part of the Jocata team, you will be governed by our code of conduct, which entails strict adherence to confidentiality and ethical norms. You will also be governed by the rules, regulations, guidelines, policies, and practices of the Company, which may be amended from time to time.
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10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.



August 29, 2019

K Silambarasan,  
3-37, Vijayapuram,  
Chittoor,  
Andhra Pradesh-517586.

Subject: Employment Offer Letter – Confidential

Dear Silambarasan,

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
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10. Your offer and appointment with the Company is subject to the following pre-conditions. The Company may rescind its offer or terminate you without notice if you fail to meet any of these conditions.



August 29, 2019

M Srikanth,  
1-137, Srikalahasti,  
Chittoor,  
Andhra Pradesh-517644.

Subject: Employment Offer Letter – Confidential

Dear Srikanth,

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
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August 29, 2019

G Suresh Kumar Reddy,  
1-56, Chilamathur,  
Ananthapur,  
Andhra Pradesh-515241.

Subject: Employment Offer Letter – Confidential

Dear Suresh,

Congratulations! On behalf of Jocata Financial Advisory & Technology Services Private Limited (“Jocata” or the “Company”), it is our pleasure to offer you the position of – Trainee Support Engineer. This offer and the opportunity it represents is extended with great confidence in your abilities. You made a favorable impression with everyone you met, and we are excited with the prospect of you joining the Company.

Please note the key terms and conditions associated with this offer of employment:

1. You are expected to join us on 02 September 2019. You should report for joining no later than 9:30 A.M. on your joining date. We would expect you to let us know your acceptance of offer by 01 September 2019, beyond which the offer would stand withdrawn unless a new date for offer acceptance is mutually agreed upon by us in writing.
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Proziod Analytics Private Limited

E-mail: [hr@proziod.com](mailto:hr@proziod.com), Website: [www.proziod.com](http://www.proziod.com)

**PRIVATE & CONFIDENTIAL**

**Sub: - Offer Letter**

Dear Hemanth Kumar,

Congratulations!

With reference to your application and the subsequent interview you had with us, we are pleased to offer you as a Data Analyst with effect from 22-04-2019 on the following terms and conditions:

**1. Salary and Benefits**

- Salary and benefits are detailed in Annexure attached herewith. Your Annual Salary is 2,81,416/- subject to deduction of Tax at source and Statutory deductions.
- Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India.
- You will be paid monthly in arrears by bank transfer to the nominated Bank Account on the last working day/banking day of each month unless advised otherwise.

**2. Place of work**

- Your initial employment location will be Bangalore. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management

**3. Working Hours**

- The shift timings will be based on process/program requirement as and when explained by your superiors.

**4. Dress code**

Dress is an integral aspect of an individual's personality and is considerably Influenced by Context and occasion. The Proziod Analytics Dress Code Policy intends to ensure that as Employee, you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

- The dress code and personal appearance standards for your job position will be reviewed with you by your manager. The purpose of the Company dress attire and personal appearance standards is to present a professional, fresh, and neat appearance and to assure safe and sanitary working



**Proziod Analytics Pvt. Ltd**



**M Hemanth Kumar**

**Data Analyst**

Employee Id: 500076

Blood Group : B+ve



September 21, 2019

**Ms. J Bhavana,  
Chittoor, AP**

**Dear Bhavana,**

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

Your annual fixed compensation (Cost-To-Company) will be **INR. 180,000/-**, payable on a monthly basis and will be subject to IT deductions, as per company policy. In addition, you will be eligible for a Variable Component of **INR.0/-** per annum. This amount may vary, based on Individual, Department and the company's performance. The Variable Component payable to you will be determined based on the Performance Review to be conducted in April 2020. The Variable Component will be paid out subject to you being on the rolls of the company on the date of disbursement of these payouts (expected to be in June 2020). These payouts will be prorated based on your tenure. The parameters of the variable will be discussed and decided after 1 month of your joining. The total annual compensation will be **INR. 180,000/-**. The break-down details of the remuneration is given in "Annexure-A" and you are advised to seek independent tax advice to minimize the tax incidence. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification.

You will be on probation for a period of six months from your date of joining; the probation period may be extended by and at the sole discretion of the company based on your performance during the probation period. Upon confirmation of your services, you will be bound to serve the company for a period of Twenty Four (24) Months from the date of acceptance; VSoft reserves the right to terminate your services in the event of breach of the terms and conditions or non-performance.

Your employment with us will be governed by our Terms and Conditions as detailed in the attached "**Annexure-B**". You will also be governed by any rules, regulations, policies and practices that may change from time to time. You will be entitled to other benefits as generally accorded to the employees of VSoft Technologies, subject to Company policy and norms.

As discussed, we expect a start date of **September 30, 2019** or earlier. At the time of joining, you are required to submit the documents mentioned as a footnote, in this letter. And please sign in the space provided indicating your acceptance of our offer and submit the duplicate copy of the duly signed letter to Human Resources.

VSoft wishes you all the best for all your future endeavors.

Yours sincerely,

for VSoft Technologies Private Limited

**Lakshmi Veeraghanta  
CHO**

**Acceptance of Offer**

I hereby accept the position on the terms and conditions of employment offered. The following documents have been attached for your records or shall be provided to the company at the time of joining:

1. Copy of Passport
  2. Copy of all the Educational Certificates
  3. Service / Relieving letter from all the previous employers
  4. Last drawn Pay slip
  5. PF Number (if available)
  6. PAN Number
  7. Recent Form 16 from existing employer
  8. Four color passport photographs of yours and 2 copies each of your dependants (Parents, Spouse, children)
- And will join the company on

\_\_\_\_\_  
Mention Date of Joining

-----  
Please sign your Acceptance (Sign & Date)





September 21, 2019

**Ms. D Dhakshayani,  
Chittoor, AP**

**Dear Dhakshayani,**

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

Your annual fixed compensation (Cost-To-Company) will be **INR. 180,000/-**, payable on a monthly basis and will be subject to IT deductions, as per company policy. In addition, you will be eligible for a Variable Component of **INR.0/-** per annum. This amount may vary, based on Individual, Department and the company's performance. The Variable Component payable to you will be determined based on the Performance Review to be conducted in April 2020. The Variable Component will be paid out subject to you being on the rolls of the company on the date of disbursement of these payouts (expected to be in June 2020). These payouts will be prorated based on your tenure. The parameters of the variable will be discussed and decided after 1 month of your joining. The total annual compensation will be **INR. 180,000/-**. The break-down details of the remuneration is given in "Annexure-A" and you are advised to seek independent tax advice to minimize the tax incidence. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification.

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VSoft wishes you all the best for all your future endeavors.

Yours sincerely,

for VSoft Technologies Private Limited

**Lakshmi Veeraghanta  
CHO**

**Acceptance of Offer**

I hereby accept the position on the terms and conditions of employment offered. The following documents have been attached for your records or shall be provided to the company at the time of joining:

1. Copy of Passport
  2. Copy of all the Educational Certificates
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  8. Four color passport photographs of yours and 2 copies each of your dependants (Parents, Spouse, children)
- And will join the company on

\_\_\_\_\_  
Mention Date of Joining

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Please sign your Acceptance (Sign & Date)



September 21, 2019

**Ms. J Haritha,  
Chittoor, AP**

**Dear Haritha,**

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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Please sign your Acceptance (Sign & Date)



September 21, 2019

**Mr. Lokanath Reddy C,  
Kurnool, AP**

**Dear Lokanath,**

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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September 21, 2019

Mr. T Narendra,  
Chittoor, AP

Dear Narendra,

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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September 21, 2019

**Ms. K Roja,  
Chittoor, AP**

**Dear Roja,**

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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September 21, 2019

Mr. K Sarath Kumar,  
Chittoor, AP

Dear Sarath,

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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September 21, 2019

Mr. N Suresh,  
Chittoor, AP

Dear Suresh,

On behalf of VSoft Technologies, we are pleased to confirm our offer of employment to you as **Jr. Engineer - Testing** to be based at our office in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities and we are excited by the prospect of you being a part of VSoft Technologies.

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**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

[www.hcl.com](http://www.hcl.com)

**OFFER & APPOINTMENT LETTER**

**Offer Release Date: March 3, 2021**

**VINOD KUMAR N  
HYDERABAD  
HYDERABAD  
HYDERABAD, Telangana**

Dear VINOD KUMAR N,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Ltd. ( herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **March 15, 2021**.

You will be on probation for a period of **12 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". 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 HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

As confirmation of your acceptance, please sign the duplicate copy of this Offer cum Appointment Letter and Annexure and submit the same within 7 days to at the address given below:

**Recruiter: Chaithra J**  
**Recruiter Address: HCL Technologies,SEZ hub, DadaMastan Layout, Karle Tech Park, Nagavara, 1, Veeranapalya, Karle Town, Bengaluru, Karnataka 560024**

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.



## HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

[www.hcl.com](http://www.hcl.com)

## ANNEXURE I

### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.