



# SRI VENKATESWARA COLLEGE OF ENGINEERING & TECHNOLOGY

ISO 9001:2015 Certified

(Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada)

Office : +91 7901467802, email: principal\_svcet@yahoo.com, website: www.svcet.info

## PLACEMENT CELL ANNUAL REPORT

A.Y: 2021-22

S.N.o	Name of the Student	Department	Company Name	Pay Package ( INR ₹ per Annum )
1.	BAGADI RAMAKRISHNA	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
2.	BAMMIDI LAXMANA	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
3.	DEVAKIVADA DHARMA TEJA	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
4.	BONELA VISHNU	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
5.	YARADI NIRMALA	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
6.	CHINTADA SRAVANI	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
7.	RONANKI SAI KUMAR	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
8.	VAVILAPALLI KIRAN MAHESH	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
9.	BOMMALI BHEEMA RAO	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
10.	GULIVINDALA RAVEENDRA	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
11.	THOGARAPU SURESH	Civil	VISHWANADH AVENUES	Rs. 1,80,000 /-
12.	CHINNALA JAGADESWARA RAO	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
13.	GURUGUBELLI BHARGAVI	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
14.	PAIDI RAM KUMAR	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
15.	KUMBIRIKI SANTHOSHI	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
16.	NIMMAKA PRAMEELA	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
17.	SAMPADA RAO VAMSI VANDANA PRIYA	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
18.	GONAPA RAHUL CHANDU	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
19.	AMPILLI SANGEETA	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
20.	KUNDANGI RAJINI	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
21.	GURUGUBELLI PAVAN KUMAR	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
22.	KUMMARI HEMASUNDARA RAO	Civil	SLN Buildcon India Private Ltd	Rs. 2,20,000 /-
23.	MUNAGAVALASA UMESHBABU	EEE	BOSCH	Rs. 5,00,000 /-
24.	BUDUMURU PAVANI	EEE	IBM	Rs. 3,50,000 /-
25.	SUGGU KRANTHI KUMAR	EEE	INFOSYS	Rs. 3,60,000 /-
26.	DHAVALA BALAGANESH	EEE	WIPRO	Rs. 3,50,004 /-
27.	POTNURU VIJAYA KRISHNA	EEE	ALCHEMY TECHSOL INDIA PVT LTD	Rs. 3,00,000 /-
28.	KUTIKUPPALA APPALA NAIDU	EEE	Atos Group Company	Rs. 2,67,624 /-
29.	JAMI SUNEEL	EEE	ARRAA Energy	Rs 3,00,528 /-
30.	KALAGA VENKATESH	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
31.	GORLE BALARAM	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
32.	PEDADA SAI PRASAD	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
33.	VARADI GIREESH	EEE	XFINITY Maritime Services Pvt Ltd	350USD
34.	BEVARA BHARATHI	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
35.	ADAPA RADHA	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
36.	DUPPALA PRAVEEN KUMAR	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
37.	CHODAVARAPU HARISH	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-



38.	KALAGA VENKATESH	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
39.	MUDADLA GOWTAMI	EEE	SUTHERLAND ENGINEERS	Rs 2,40,000 /-
40.	ALLU PHALGUNA RAO	EEE	Mitsuba India Private Limited	Rs 2,40,000 /-
41.	ANNEPU SARATH BABU	EEE	Mitsuba India Private Limited	Rs 2,40,000 /-
42.	SANAPALA PAVANI	EEE	HMI Engineering Services	Rs 1,80,000 /-
43.	KAMBALA GURU MURTHY	EEE	HMI Engineering Services	Rs 1,80,000 /-
44.	PUJARI PAVAN KALYAN	EEE	HMI Engineering Services	Rs 1,80,000 /-
45.	PINNINTI JAGADEESH	EEE	HMI Engineering Services	Rs 1,80,000 /-
46.	GANDIVALASA SRINU	EEE	HMI Engineering Services	Rs 1,80,000 /-
47.	GURUGUBELLI DILEEP KUMAR	MECH	ANMERKUNG SOLUTIONS Pvt.Ltd	Rs. 2,06,000 /-
48.	GEDELA KUMARA SWAMY	MECH	KIA MOTORS	Rs 1,80,000 /-
49.	GOLIVE SANKARA RAO	MECH	KIA MOTORS	Rs 1,80,000 /-
50.	GOLIVI SANTHOSH	MECH	KIA MOTORS	Rs 1,80,000 /-
51.	GURUBELLI SANTHOSH KUMAR	MECH	KIA MOTORS	Rs 1,80,000 /-
52.	GURUGUBELLI VARAHALU NAIDU	MECH	KIA MOTORS	Rs 1,80,000 /-
53.	KAVALLA BHASKARARAO	MECH	KIA MOTORS	Rs 1,80,000 /-
54.	KURAMANA PRASAD	MECH	KIA MOTORS	Rs 1,80,000 /-
55.	KURUMENU DEVENDRA PRASAD	MECH	KIA MOTORS	Rs 1,80,000 /-
56.	MARRIVALASA KIRAN SAI KUMAR	MECH	CompuGain Solutions India Pvt. Ltd (CSIL)	Rs 3,50,000 /-
57.	MOYYI VAMSI	MECH	KIA MOTORS	Rs 1,80,000 /-
58.	MUKALA GANESWARA RAO	MECH	KIA MOTORS	Rs 1,80,000 /-
59.	NOLLU DINESH	MECH	KIA MOTORS	Rs 1,80,000 /-
60.	PAGOTI BHARGAVA RAO	MECH	KIA MOTORS	Rs 1,80,000 /-
61.	GURUGUBELLI THARUNI	MECH	KIA MOTORS	Rs 1,80,000 /-
62.	KALAMATA VENKATESH	MECH	CAPARO	Rs 2,52,000 /-
63.	KALLEPALLI HARISH	MECH	CAPARO	Rs 2,52,000 /-
64.	KANTA JANAKI RAM	MECH	CAPARO	Rs 2,52,000 /-
65.	KINJANGI GOVINDA	MECH	CAPARO	Rs 2,52,000 /-
66.	KORRAYI PRASAD	MECH	CAPARO	Rs 2,52,000 /-
67.	KUNA ANIL	MECH	CAPARO	Rs 2,52,000 /-
68.	KURMAPU TARUN	MECH	CAPARO	Rs 2,52,000 /-
69.	MADDILI SANKAR	MECH	CAPARO	Rs 2,52,000 /-
70.	BATTALA SANTHOSH KUMAR	MECH	CAPARO	Rs 2,52,000 /-
71.	BONUMADDHI RAMA KRISHNA	MECH	CAPARO	Rs 2,52,000 /-
72.	BORA DURGAPRASAD	MECH	CAPARO	Rs 2,52,000 /-
73.	ANNEPU SANDEEP KUMAR	MECH	CAPARO	Rs 2,52,000 /-
74.	BAGADI CHANDRASEKHAR	MECH	CAPARO	Rs 2,52,000 /-
75.	BORA MANMADHA RAO	MECH	CAPARO	Rs 2,52,000 /-
76.	BORA SIVA SANKAR REDDY	MECH	CAPARO	Rs 2,52,000 /-
77.	DARRU DINESH KUMAR	MECH	CAPARO	Rs 2,52,000 /-
78.	SURAPU JANARDHAN RAO	MECH	CAPARO	Rs 2,52,000 /-
79.	UNGATI SHANMUKHA RAO	MECH	KIA MOTORS	Rs 1,80,000 /-
80.	VADAVALLASA VASU	MECH	KIA MOTORS	Rs 1,80,000 /-
81.	VANKALA VENKATESH	MECH	KIA MOTORS	Rs 1,80,000 /-
82.	MALLA UDAY BHASKARA PRAVEEN	MECH	KIA MOTORS	Rs 1,80,000 /-
83.	PISINIKI RAJASHEKAR	MECH	KIA MOTORS	Rs 1,80,000 /-



84.	PONNADA KARTHIK	MECH	KIA MOTORS	Rs 1,80,000 /-
85.	PUTHI SIVA	MECH	KIA MOTORS	Rs 1,80,000 /-
86.	SANAPALA SRAVAN KUMAR	MECH	chs(corporate House keeping Services India Pvt.Ltd.)	Rs 2,58,000 /-
87.	KORUPURU MADHULATHA	ECE	CAPGEMINI	Rs. 3.50,000 /-
88.	BURLE ANURADHA	ECE	CAPGEMINI	Rs. 3.50,000 /-
89.	V SATYANARAYANA BADANA	ECE	LEAP ROBOTICS	Rs. 3,50,000 /-
90.	ROUTHU SAIKUMAR	ECE	INFOSYS	Rs. 3,60,000 /-
91.	SANA MURALI KRISHNA	ECE	INFOSYS	Rs. 3,60,000 /-
92.	PODILAPA LAXMAN RAO	ECE	INFOSYS	Rs. 3,60,000 /-
93.	R SAI SANTOSHI DARSHINI	ECE	CAPGEMINI	Rs. 3.50,000
94.	SIGATAPU PRADEEPTHI	ECE	ADP Pvt. Ltd.	Rs. 6,00,015
95.	GONDU ADILAKSHMI	ECE	INFOSYS	Rs. 3,60,000 /-
96.	PONTURU SANTHOSH KUMAR	ECE	ANB	Rs. 2,98,337 /-
97.	MARNUR AKASH	ECE	TCS	Rs. 3,36,877 /-
98.	NAIDU BHARGAVI	ECE	Atos Global IT Solutions	Rs. 2,67,624 /-
99.	DUKKA DEVI	ECE	HMI Engineering Services	Rs 1,80,000 /-
100.	KAPPARAPU RAMU	ECE	HMI Engineering Services	Rs 2,20,000 /-
101.	G VENKATA HYMAVATHI	ECE	HMI Engineering Services	Rs 2,20,000 /-
102.	EASAI BHAGYA LAXMI	ECE	HMI Engineering Services	Rs 2,20,000 /-
103.	PAILA REVATHI	ECE	HMI Engineering Services	Rs 2,20,000 /-
104.	DHARMANA SRAVANI	ECE	HMI Engineering Services	Rs 2,20,000 /-
105.	PATHINA DANTESWARA RAO	ECE	HMI Engineering Services	Rs 2,20,000 /-
106.	EASAI BHAGYA LAXMI	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
107.	GUNA TEJESWARI	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
108.	KONDAGORRI AMEELA	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
109.	KONDALA SRAVANI	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
110.	LINGALA VENUKUMARI	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
111.	LOPINTI SANDHYARANI	ECE	Mitsuba India Private Limited	Rs 2,40,000 /-
112.	GUNA TEJESWARI	ECE	Kyndryl Technology Services	Rs 2,50,000 /-
113.	DHARMANA SRAVANI	ECE	Kyndryl Technology Services	Rs 2,50,000 /-
114.	MAMIDI SWATHI	ECE	Kyndryl Technology Services	Rs 2,50,000 /-
115.	MARNUR AKASH	ECE	Kyndryl Technology Services	Rs 2,50,000 /-
116.	BARATAM KAVYA SREE	CSE	INFOSYS	Rs. 3,60,000 /-
117.	TANGUDU KARTEEK	CSE	HCL	Rs. 4,25,000 /-
118.	DORA YAMINI	CSE	INFOSYS	Rs. 3,60,000 /-
119.	KANCHARANA HARSHA VARDHAN	CSE	INFOSYS	Rs. 3,60,000 /-
120.	SIRIPILLI DURGA BHAVANI	CSE	INFOSYS	Rs. 3,60,000 /-
121.	RUDRAKSHULA HARISHANKAR	CSE	INFOSYS	Rs. 3,60,000 /-
122.	ANDHAVARAPU VIDYA LIKITHA	CSE	CAPEGEMINI	Rs. 3,00,002 /-
123.	GANDEM BHARGAVI	CSE	CAPEGEMINI	Rs. 4,00,000 /-
124.	KARANAM KAVITHA	CSE	CAPEGEMINI	Rs. 4,00,000 /-
125.	KOLLI CHARAN	CSE	CAPEGEMINI	Rs. 4,00,000 /-
126.	KOPPALA SWARUPA	CSE	CAPEGEMINI	Rs. 4,00,000 /-
127.	SANAPALA PAVAN KRISHNA	CSE	WIPRO	Rs. 3,50,004 /-
128.	VYSYARAJU SAIGAYATRI	CSE	WIPRO	Rs. 3,50,004 /-
129.	BALIVADA PRIYANKA	CSE	WIPRO	Rs. 3,50,004 /-
130.	MADASU LIKITHA	CSE	WIPRO	Rs. 3,50,004 /-



131.	BAVANA RUCHITA	CSE	WIPRO	Rs. 3,50,004 /-
132.	DHARANI ALLAMSETTY	CSE	WIPRO	Rs. 3,50,004 /-
133.	SIRLA BHAVANIKUMARI	CSE	WIPRO	Rs. 3,50,004 /-
134.	BAMMIDI RESHMA	CSE	WIPRO	Rs. 3,50,004 /-
135.	KANCHARANA INDUMATHI	CSE	MOURI TECH	Rs. 2,50,000 /-
136.	DARRU PRIYANKA	CSE	HEXAWARE	Rs 4,00,000 /-
137.	GARA RAMYA	CSE	HEXAWARE	Rs 4,00,000 /-
138.	SIRLA BHAVANIKUMARI	CSE	HEXAWARE	Rs 4,00,000 /-
139.	SRAVANI SANDHYA GANTYADA	CSE	HEXAWARE	Rs 4,00,000 /-
140.	AGADALA ANNAPURNA	CSE	HEXAWARE	Rs 4,00,000 /-
141.	AMBATI JOHN NIKHIL	CSE	HEXAWARE	Rs 4,00,000 /-
142.	BODDEPALLI RAHUL	CSE	HEXAWARE	Rs 4,00,000 /-
143.	BARLI MADHU	CSE	HEXAWARE	Rs 4,00,000 /-
144.	SAMBANA GEETANJALI	CSE	HEXAWARE	Rs 4,00,000 /-
145.	KUPPILI PAVANI	CSE	HEXAWARE	Rs 4,00,000 /-
146.	TEEMARA HARIKA	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
147.	URITI DIVYARANI	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
148.	YAMPALLA VAMSI KRISHNA	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
149.	KOTTAPALLI VANDANARANI	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
150.	KARANAM KAVITHA	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
151.	KADDALA VANDANA	CSE	ExcelR EdTech Private Limited	Rs 2,80,000 /-
152.	ALLAKA LOKESH	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
153.	ALLUPALLI SATYAVATHI	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
154.	KATTA VIJAY KRISHNA	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
155.	LOPINTI GIRIJA SANKAR	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
156.	TIRLANGI KALYANI	MBA	INFOSYS	Rs. 2,28,504 /-
157.	KUMMARI JAGADEESH	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
158.	POTNURU KRISHNA KISHORE	MBA	WNS	Rs. 2,39,573/-
159.	GORLE KUMAR	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
160.	METTA LEELA KRISHNA	MBA	WNS	Rs. 1,92,000 /-
161.	BEVARA SURESH KUMAR	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
162.	DHARMANA DEEPIKANAI DU	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
163.	GUNDA RASHMI	MBA	RUSSELLTOBIN	Rs. 2,33,796 /-
164.	BARATAM DILEEP	MBA	CPM India Sales & Marketing Pvt.Ltd.	Rs. 3,17,400 /-
165.	BHOGAPURAPU SAIKIRAN	MBA	MUTHOOT MONEY	Rs. 2,60,000 /-
166.	BHAGYA SWARNA DEEKSHA KILLARI	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
167.	JALLA AJAY KUMAR	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
168.	JENJULURI KALYAN KUMAR	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
169.	KADAGALA MAHESWARA RAO	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
170.	KARAMJEET KUMAR SHARMA	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
171.	KOMAL KISHAN	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
172.	KSHATRI BHANU VARDHAN SINGH	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
173.	KUPPILI ANU RADHA	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-



174.	PELLURI SWETHA	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
175.	PERLA KIRAN KUMAR	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
176.	POLUMURU JYOTSNA	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
177.	POTNURU MURALI	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
178.	RAIVADA CHINNA RAO	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
179.	REDDY POORNAMMA	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
180.	RISHABH KUMAR	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
181.	SALINTI NAVEEN	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
182.	SHIVA PANDA	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
183.	GADI RAMBABU	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
184.	GEMBALI SARASWATHI	MBA	MUTHOOT MONEY	Rs 2,60,000 /-
185.	SUNKARA VASANTHA KUMARI	MBA	KARVY CORPORATE	Rs 1,80,000 /-
186.	TANDASA HARIKA	MBA	KARVY CORPORATE	Rs 1,80,000 /-
187.	TANGI BHUVAN CHANDRA	MBA	KARVY CORPORATE	Rs 1,80,000 /-
188.	TANKALA VENKATESWARA RAO	MBA	KARVY CORPORATE	Rs 1,80,000 /-
189.	VANJULA MALLESWARA RAO	MBA	KARVY CORPORATE	Rs 1,80,000 /-
190.	MUTCHA RAMU	MBA	KARVY CORPORATE	Rs 1,80,000 /-
191.	PEDDINI VENKATESH	MBA	KARVY CORPORATE	Rs 1,80,000 /-
192.	NUTAN KUMARI	MBA	KARVY CORPORATE	Rs 1,80,000 /-
193.	PANIGRAHI SAI MOUNIKANJALI	MBA	KARVY CORPORATE	Rs 1,80,000 /-
194.	IPPILI NAVEEN KUMAR	MBA	KARVY CORPORATE	Rs 1,80,000 /-
195.	HARICHANDANA BUSA	MBA	KARVY CORPORATE	Rs 1,80,000 /-
196.	URJANA GANAPATHI	MBA	SAHYADRI INDUSTRIES LTD	Rs 2,95,436 /-
197.	TANGI BHUVAN CHANDRA	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
198.	METTA SAGARKUMAR	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
199.	MUDILI THARAKESWARARAO	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
200.	PATNALA VENKATA GOPIKRISHNA	MBA	CapitalVia Global Research Limited	Rs 2,20,000 /-
201.	LOTTI NARAYANARAO	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
202.	PELLURI SWETHA	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-
203.	MADUGULA GOUTHAM KUMAR	MBA	VISHWANADH AVENUES	Rs. 1,80,000 /-

IQAC

PRINCIPAL

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **MADUGULA GOUTHAM KUMAR**,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as **MET** With an annual cost to company of Rs. 1,80,000/-. This position reports to Construction Division Head.

We would like you to start work on 28-03-2022. Please report to Head Office for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 25-03-2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of VISHWANADH AVENUES INDIA PRIVATE LIMITED and look forward to working with you.

Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear PELLURI SWETHA ,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as **MET** With an annual cost to company of Rs. 1,80,000/-. This position reports to Construction Division Head.

We would like you to start work on 28-03-2022. Please report to Head Office for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 25-03-2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of VISHWANADH AVENUES INDIA PRIVATE LIMITED and look forward to working with you.

Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **LOTTI NARAYANARAO**,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as **MET** With an annual cost to company of Rs. 1,80,000/-. This position reports to Construction Division Head.

We would like you to start work on 28-03-2022. Please report to Head Office for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 25-03-2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of VISHWANADH AVENUES INDIA PRIVATE LIMITED and look forward to working with you.

Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## Selection Letter

Date : 14/5/2022

Dear KUPPILI PAVANI

With reference to the interviews you have had with us, we are pleased to Shortlist you in our organization for the position of **Associate** and placed in **Band 1**.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12<sup>th</sup>, UG, PG all Mark sheet & Certificate.

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at Hexaware BPS is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

**Please note that the Letter of Intent is not an Offer Letter.**

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

  
Signed and Accepted.

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



**Selection Letter**

Date : 14/5/2022

Dear SAMBANA GEETANJALI

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of Associate and placed in Band 1.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12th, UG, PG all Mark sheet & Certificate.

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at Hexaware BPS is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

**Please note that the Letter of Intent is not an Offer Letter.**

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)



Signed and Accepted.



PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

## Selection Letter

Date : 14/5/2022

Dear BARLI MADHU

With reference to the interviews you have had with us, we are pleased to Shortlist you in our organization for the position of **Associate** and placed in **Band 1**.

**\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.**

**\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.**

You should complete the below certification at the time of joining & proof for the same would be verified.

**Documents required to collect Offer letter and for Joining. (Please call originals for verification):**

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12<sup>th</sup>, UG, PG all Mark sheet & Certificate.

**While joining time candidate should not keep any arrears is Compulsory.**

Your appointment at **Hexaware BPS** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

**Please note that the Letter of Intent is not an Offer Letter.**

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)



Signed and Accepted.



PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



### Selection Letter

Date : 14/5/2022

Dear BODDEPALLI RAHUL

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of Associate and placed in Band 1.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12th, UG, PG all Mark sheet & Certificate.

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at Hexaware BPS is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

**Please note that the Letter of Intent is not an Offer Letter.**

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

  
Signed and Accepted.  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

Date: 11-02-2022

Name: VADAVALLASA VASU

Dear VADAVALLASA VASU

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - g. Machine Skills
  - h. Personality Development and
  - i. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

**\*\*This is a System generated document. Any unauthorized use, disclosures, dissemination, or copying of this document is strictly prohibited and may be unlawful\*\***

**TALENTPRO FOUNDATION**



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Date: 11-02-2022

Name: GOLIVE SANKARA RAO

Dear GOLIVE SANKARA RAO

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - d. Machine Skills
  - e. Personality Development and
  - f. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

**\*\*This is a System generated document. Any unauthorized use, disclosures, dissemination, or copying of this document is strictly prohibited and may be unlawful\*\***

**TALENTPRO FOUNDATION**

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

Date: 11-02-2022

Name: UNGATI SHANMUKHA RAO

Dear UNGATI SHANMUKHA RAO

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - a. Machine Skills
  - b. Personality Development and
  - c. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

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**TALENTPRO FOUNDATION**

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Name: VANKALA VENKATESH

Dear VANKALA VENKATESH

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - j. Machine Skills
  - k. Personality Development and
  - l. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**OFFER LETTER**

**DATE: 16/11/2022**

Dear: **MUDILI THARAKESWARARAO**

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **2.2LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



**PRAVEEN .N**

**VICE PRESIDENT OPERATIONS**



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## OFFER LETTER

DATE: 16/11/2022

Dear: PATNALA VENKATA GOPIKRISHNA

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **2.2LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



## OFFER LETTER

DATE: 16/11/2022

Dear: **METTA SAGARKUMAR**

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **2.2LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



## OFFER LETTER

DATE: 16/11/2022

Dear: TANGI BHUVAN CHANDRA

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **2.2LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,

N. Praveen

PRAVEEN .N

VICE PRESIDENT OPERATIONS





## Engineering India Limited

Date: 19-03-2022

SURAPU JANARDHAN RAO

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 41) Transfer Certificate in original
- 42) Six copies of stamp size colour photograph with negative.
- 43) Six copies of black and white passport size photograph with negative.
- 44) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 45) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-522410 (A.P.)





## Engineering India Limited

Date: 19-03-2022

DARRU DINESH KUMAR

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 36) Transfer Certificate in original
- 37) Six copies of stamp size colour photograph with negative.
- 38) Six copies of black and white passport size photograph with negative.
- 39) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 40) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## Engineering India Limited

Date: 19-03-2022

BORA SIVA SANKAR REDDY

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 31) Transfer Certificate in original
- 32) Six copies of stamp size colour photograph with negative.
- 33) Six copies of black and white passport size photograph with negative.
- 34) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 35) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





## Engineering India Limited

Date: 19-03-2022

BORA MANMADHA RAO

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per month, in addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

26) Transfer Certificate in original

27) Six copies of stamp size colour photograph with negative.

28) Six copies of black and white passport size photograph with negative.

29) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.

30) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, SRI VENKATESWARA - 532410 (A.P.)



## Engineering India Limited

Date: 19-03-2022

BAGADI CHANDRASEKHAR

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.


This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 21) Transfer Certificate in original
- 22) Six copies of stamp size colour photograph with negative.
- 23) Six copies of black and white passport size photograph with negative.
- 24) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 25) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





## Engineering India Limited

Date: 19-03-2022

ANNEPU SANDEEP KUMAR

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

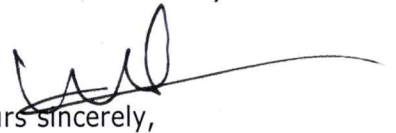
This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 16) Transfer Certificate in original
- 17) Six copies of stamp size colour photograph with negative.
- 18) Six copies of black and white passport size photograph with negative.
- 19) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 20) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## Engineering India Limited

Date: 19-03-2022

BORA DURGAPRASAD

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.


This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 11) Transfer Certificate in original
- 12) Six copies of stamp size colour photograph with negative.
- 13) Six copies of black and white passport size photograph with negative.
- 14) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 15) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

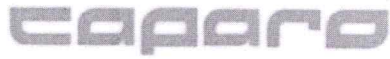
Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



## Engineering India Limited

Date: 19-03-2022

BONUMADDHI RAMA KRISHNA

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

6) Transfer Certificate in original

7) Six copies of stamp size colour photograph with negative.

8) Six copies of black and white passport size photograph with negative.

9) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.

10) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





## Engineering India Limited

Date: 19-03-2022

BATTALA SANTHOSH KUMAR

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per month. In addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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All original qualification certificates with a copy.

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- 2) Six copies of stamp size colour photograph with negative.
- 3) Six copies of black and white passport size photograph with negative.
- 4) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 5) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

  
Yours sincerely,

For Caparo Engineering India Ltd

46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

# **SLNBUILDICONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

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## OfferLetter

Ref: SLN/HRD/21-22/74

Date: 18-05-2022

**KUMMARI HEMASUNDARA RAO,**

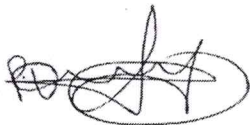
**Dear KUMMARI HEMASUNDARA RAO,**

We are pleased to offer you a position in our company as “Graduate Engineer Trainee”  
Based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer  
letter is valid up to 19–**July-2022**. Your salary will be 2,20,000.CTC Per Annum. Work Location  
Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
**P Vinay Kumar**  
**SRHRGeneralist**  
**SLNBUILDICONINDIAPrivateLimited**



**Authorized Signatory**



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**

# **SLNBUILDICONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

---

## OfferLetter

Ref: SLN/HRD/21-22/95

Date: 18-05-2022

**GURUGUBELLI PAVAN KUMAR,**

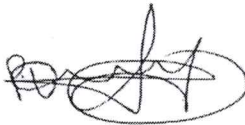
**Dear GURUGUBELLI PAVAN KUMAR,**

We are pleased to offer you a position in our company as “Graduate Engineer Trainee”  
Based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer  
letter is valid up to 19–**July-2022**. Your salary will be 2,20,000.CTC Per Annum. Work Location  
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We are looking forward to you joining with our organization.

From  
**P Vinay Kumar**  
**SRHRGeneralist**  
**SLNBUILDICONINDIAPrivateLimited**



**Authorized Signatory**

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear PATHINA DANTESWARA RAO ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 2.2L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Gratuity)
- Benefit D (Medical Reimbursement)

We would like you to start work on **15-08-2022** at **9.00am**. Please report to **Dinesh Kumar Hirawat**, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **10-08-2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **HMI Engineering Services** and look forward to working with you.

Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

Website:-www.hmies.in

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear SANAPALA PAVANI,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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Sincerely,



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(C.E.O)

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PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
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# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear M.Durga Prasad,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

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PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

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4

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear DHARMANA SRAVANI ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 2.2L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

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Sri Venkateswara College of Engineering & Technology  
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# HMI ENGINEERING SERVICES

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Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear GANDIVALASA SRINU ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

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**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear PINNINTI JAGADEESH ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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(C.E.O)

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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear PUJARI PAVAN KALYAN ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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(C.E.O)

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Sri Venkateswara College of Engineering & Technology  
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# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear KAMBALA GURU MURTHY ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

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Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

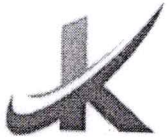
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PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# KRINYDITECHNOLOGIES

## **Sub: Offer Letter for Application Engineer**

Dear **MARNUR AKASH**,

We are very happy to inform you that you have been selected as the Application Engineer at our Krinydi Technologies.

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behavior will help our clients and coworkers in various ways.

You should note that the first six months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.

You will abide by the rules and regulations of the Company as may be in force from time to time. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter as mutually agreed.

### **Terms of Employment:**

- Start Date:11-10-2022
- Salary:150000Per Annum
- Working Hours:9:30AM to 6:00PM
- Reporting to: Director/Manager
- Minimum 2 Month Prior Notice Period

### **Job Responsibilities:**

- Troubleshoot and resolve any issues users have with as of are application.
- Work directly with colleges to answer technical questions about our products.
- Answer incoming calls, provide information, and transfer calls as necessary.
- Other tasks including testing application, maintaining hardware and leading demonstrations.

#1-5-1116/A,PlotNo10,RoadNo11,OppositeLaneofRajdhaniGardens,NewMarutiNagar,  
Kothapet, Hyderabad - 500060 Phone: 040 24041803, Mobile: 8374651803  
[krinyditechnologies@gmail.com](mailto:krinyditechnologies@gmail.com), [sales@krinyditechnologies.com](mailto:sales@krinyditechnologies.com), [www.krinyditechnologies.com](http://www.krinyditechnologies.com)





# KRINYDITECHNOLOGIES

We are confident that your skills and experience align perfectly with the requirements of this role, and we are excited to have you join our team. Please review this offer letter carefully and, if you accept our offer, please sign and return a copy to us. If you have any queries or need further clarification, please do not hesitate to contact me.

We look forward to welcoming you to the Krinydi Family and working together to achieve our goals.

With best regards

Vamshi Krishna T  
(Director)

I, accept the position of Application Engineer at Krinydi Technologies with the terms and conditions as above mentioned.

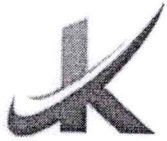
Signature:

Date:

PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

#1-5-1116/A, Plot No 10, Road No 11, Opposite Lane of Rajdhani Gardens, New Maruti Nagar,  
Kothapet, Hyderabad - 500060 Phone: 040 24041803, Mobile: 8374651803  
[krinyditechnologies@gmail.com](mailto:krinyditechnologies@gmail.com), [sales@krinyditechnologies.com](mailto:sales@krinyditechnologies.com), [www.krinyditechnologies.com](http://www.krinyditechnologies.com)



# KRINYDITECHNOLOGIES

## **Sub: Offer Letter for Application Engineer**

Dear **GUNA TEJESWARI**,

We are very happy to inform you that you have been selected as the Application Engineer at our Krinydi Technologies.

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behavior will help our clients and coworkers in various ways.

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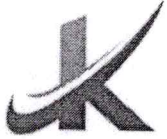
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[krinyditechnologies@gmail.com](mailto:krinyditechnologies@gmail.com), [sales@krinyditechnologies.com](mailto:sales@krinyditechnologies.com), [www.krinyditechnologies.com](http://www.krinyditechnologies.com)



# KRINYDITECHNOLOGIES

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We look forward to welcoming you to the Krinydi Family and working together to achieve our goals.

**With best regards**

Vamshi Krishna T  
(Director)

I, accept the position of Application Engineer at Krinydi Technologies with the terms and conditions as above mentioned.

Signature:

Date:

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

#1-5-1116/A, Plot No 10, Road No 11, Opposite Lane of Rajdhani Gardens, New Maruti Nagar,  
Kothapet, Hyderabad - 500060 Phone: 040 24041803, Mobile: 8374651803  
[krinyditechnologies@gmail.com](mailto:krinyditechnologies@gmail.com), [sales@krinyditechnologies.com](mailto:sales@krinyditechnologies.com), [www.krinyditechnologies.com](http://www.krinyditechnologies.com)





# KRINYDITECHNOLOGIES

## **Sub: Offer Letter for Application Engineer**

Dear **DHARMANA SRAVANI**,

We are very happy to inform you that you have been selected as the Application Engineer at our Krinydi Technologies.

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behavior will help our clients and coworkers in various ways.

You should note that the first six months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.

You will abide by the rules and regulations of the Company as may be in force from time to time. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter as mutually agreed.

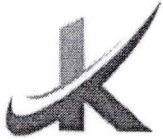
### **Terms of Employment:**

- Start Date: 11-10-2022
- Salary: 150000 Per Annum
- Working Hours: 9:30AM to 6:00PM
- Reporting to: Director/Manager
- Minimum 2 Month Prior Notice Period

### **Job Responsibilities:**

- Troubleshoot and resolve any issues users have with as of are application.
- Work directly with colleges to answer technical questions about our products.
- Answer incoming calls, provide information, and transfer calls as necessary.
- Other tasks including testing application, maintaining hardware and leading demonstrations.

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# KRINYDI TECHNOLOGIES

We are confident that your skills and experience align perfectly with the requirements of this role, and we are excited to have you join our team. Please review this offer letter carefully and, if you accept our offer, please sign and return a copy to us. If you have any queries or need further clarification, please do not hesitate to contact me.

We look forward to welcoming you to the Krinydi Family and working together to achieve our goals.

**With best regards**

Vamshi Krishna T  
(Director)

I, accept the position of Application Engineer at Krinydi Technologies with the terms and conditions as above mentioned.

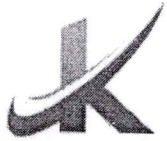
Signature:

Date:

**PRINCIPAL**

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# KRINYDITECHNOLOGIES

## **Sub: Offer Letter for Application Engineer**

Dear **MAMIDI SWATHI**,

We are very happy to inform you that you have been selected as the Application Engineer at our Krinydi Technologies.

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behavior will help our clients and coworkers in various ways.

You should note that the first six months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.

You will abide by the rules and regulations of the Company as may be in force from time to time. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter as mutually agreed.

### **Terms of Employment:**

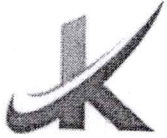
- Start Date:11-10-2022
- Salary:150000Per Annum
- Working Hours:9:30AM to 6:00PM
- Reporting to: Director/Manager
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- Work directly with colleges to answer technical questions about our products.
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# KRINYDITECHNOLOGIES

We are confident that your skills and experience align perfectly with the requirements of this role, and we are excited to have you join our team. Please review this offer letter carefully and, if you accept our offer, please sign and return a copy to us. If you have any queries or need further clarification, please do not hesitate to contact me.

We look forward to welcoming you to the Krinydi Family and working together to achieve our goals.

With best regards

  
Vamshi Krishna T  
(Director)

I, accept the position of Application Engineer at Krinydi Technologies with the terms and conditions as above mentioned.

Signature:

Date:



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Balu Unknown Facts &lt;ganeshdhavala82@gmail.com&gt;

**Wipro Offer Letter**

1 message

Wipro offer letter <wipro+email+3nuvk-8e154f5be9@talent.icims.com>  
Reply-To: Wipro offer letter <wipro+email+3nuvk-8e154f5be9@talent.icims.com>  
From: ganeshdhavala82@gmail.com

Mon, Mar 21, 2022 at 6:50 PM

**March 21, 2022**Dear **DHAVALA BALAGANESH,**Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note:** You will not be able to save offer letter copy if you open the below link through a Mobile phone.

We request you to accept the iCIMS Offer Letter within **15 days** from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on **Accept** -> click on **signature check box** -> Click on **"Submit and Print"** -> Click on **"web browser"** -> **ctrl+P** -> **save as pdf** -> **save** -> **select destination on your system to download.**

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.  
**Click to Complete**

Your Login Information:  
Login Name: **ganeshdhavala82@gmail.com**  
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to **manager.campus@wipro.com**

Thanks and Regards,  
Campus Offer Generation Team  
[Global Campus Hiring Team] Wipro Limited

This message was sent to **ganeshdhavala82@gmail.com**. If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=6DE521042320&contactId=20228121>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

**BOSCH**

**\* Personal and Confidential \***

**Mr. Munagavalasa Umeshbabu**

Sri VENKATESWARA COLLEGE OF ENGINEERING AND TECHNOLOGY  
CANDIDATE ID : 6827805,

Bosch Global Software Technologies  
Private Limited, 123 Industrial Layout,  
Hosur Road, Koramangala, Bangalore -  
560 095, India. Tel: +91 80 6657 5757  
Fax: +91 80 6657 1404 CIN:  
U72400KA1997PTC023164  
www.bosch-softwaretechnologies.com

Our reference: TN/61539/2022

Date: 05-Jul-2022

Dear **Mr. Munagavalasa Umeshbabu**,

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

#### 1. Compensation

- Your annual CTC (Cost to Company) will be **Rs. 5,00,000/- (Rupees Five Lakhs only)** per annum. In addition you will be entitled to benefits as detailed below, **Annexure I**.
- Please refer to **Annexure I** to know more details about your compensation package.
- The variable portion of your compensation shall depend upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

#### 2. Retirement

You will retire from the services of the company on attaining the age of retirement. The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

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Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout, Hosur Road, Koramangala, Bengaluru - 560095, India

Managing Director: Mr. Datta Salagame

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**BOSCH**

M. Umesh Babu *CC*

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

### **3. Benefits**

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

### **4. Integrity**

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II**.

### **5. Condition of Hire**

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, but not limited to the education/ experience certificates and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment-at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.

If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

## **6. Transferability**

Initially you will be posted at our "**Bangalore/Coimbatore/Hyderabad/ Pune**" location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

## **7. Termination**

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

**Bosch Global Software Technologies Private Limited**

Digitally Signed By

Signer: GANESAN SETHILKUMAR  
Date: Sat, Aug 6, 2022 16:20:48 IST

Senthilkumar Ganesan  
Senior Project Manager  
(Human Resources)

Digitally Signed By

Signer: A S Amudha  
Date: Sat, Aug 6, 2022 13:20:50 IST

Amudha A S  
Process Lead  
(Human Resources)

**This offer letter contains**

- A. Annexure I – Compensation details
- B. Annexure II - Rules and Regulations & Code of Conduct
- C. Enclosure A
  - 1) Mandatory documents for onboarding process
  - 2) Information for your reporting

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## APPOINTMENT LETTER

March 22, 2022

Dear DHAVALA BALAGANESH,

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.

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- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- 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.
- 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.



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.
- 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.





**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### **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

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 [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I DHAVALA BALAGANESH, 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;
- b. processing my job application including background verification checks;
- c. 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."

## **ANNEXURE III**

### **SALARY OFFER SHEET**

**Name: DHAVALA BALAGANESH**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800

End of	2,00,000-
Year 3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### **ANNEXURE – V**

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.

#### **ANNEXURE – VI**

##### **Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**



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 exemption 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.

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
- b. 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.

**Travel, Accommodation, Food & Other Miscellaneous Expenses**

**Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**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 joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

## 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 depending on your marital/family status towards the base sum insured premium, 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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

## 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 predefined 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

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 6372860/1488240,

09/16/2022,  
Raghu patrni Sai Santoshi Darshini.

11-257,Kellay complex,Kotabommail mandal,  
Srikakulam, Andhra Pradesh  
India.

**Confidential**

**Dear Raghu patrni Sai Santoshi Darshini,**

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 **10/13/2022** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 9:00 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 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410, A.P.



Analyst

Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements – 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	28,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. 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 applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payout:

- ☐ **Special Incentive:** You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.



J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
  - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 12/12/2022 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
  - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
  - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, 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. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Salil Mathew

Head - Talent Acquisition

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Raghu patrani Sai Santoshi Darshini

Date: 09/16/2022



PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### **1. CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.



5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

**6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.



6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, 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.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.



7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini 's policy with respect to Intellectual Property.

#### **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### **9. RETIREMENT/TERMINATION:**

##### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

##### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

**c.) Effects of Cessation of Employment**

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 **Notice:** All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 **Severability:** The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 **Publicity:** You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 **Non-Disparagement:** During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 **Waiver:** No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 **Integration:** This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 **Survival:** Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 **Dispute Resolution/Governing Law:** The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 **Rights to Injunctive Relief:** You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature:  
Date:



## ANNEXURE I (A)

### Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (Highest qualification as applicable):**
  - ☐ Highest Academic Qualification – all semester marksheet and certificates
  - ☐ Provisional Certificate OR Convocation OR Degree certificate
  - ☐ If Applicable- Diploma/ Completion Certification(s) for specialized courses
- II. **Employment experience related documents( As applicable):**
  - a. **Current Employer**  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - ☐ Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
    - ☐ Pay slips for last 3 months
  - b. **Previous Employer(s)**
    - ☐ Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))
- III. **Mandatory Documents**
  - ☐ UAN card copy with KYC as "YES" ( not required for freshers)
  - ☐ E-Aadhar card copy
  - ☐ Passport size photograph – 4 copies (white background)
- IV. **Proof of Identity (Any two):**
  - ☐ PAN Card (Mandatory)
  - ☐ Valid Passport – All pages
  - ☐ Driving License
  - ☐ Voter's Id

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- ☐ Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- ☐ Professional Experience & Employment(s) Credentials.
- ☐ Database
- ☐ Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- ☐ Highest Educational Degree Certificate and Final year Mark sheet
- ☐ Submission of all semester/term mark sheets of your highest qualification.
- ☐ Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- ☐ Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- ☐ On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- ☐ These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- ☐ Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

### Court Verification Forms

- ☐ Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

#### Important points to note:

- ☐ In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

**\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.**

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Engineering Ref: 6437034/1537310,

10/03/2022,  
Geetanjali Sambana.

S C STREET BOORAGAM  
Srikakulam, Andhra Pradesh  
India.

Confidential

Dear Geetanjali Sambana,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Aricent Technologies (Holdings) Limited** ('Capgemini Engineering' or 'Company') starting from **11/10/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate I/A4**.

B) You will be required to work at the Company's offices in **CGE\_Chennai**.

C) You have to report by 9:00 am at **CGE\_Chennai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address

"ASV Chandilya Towers, No: 263/3, B1A1, Door no: 5/397, Rajiv Gandhi Salai (OMR), Okkiam thoraipakkam, "  
Chennai - 600 096.

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini Engineering & 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 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. 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:

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PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532401 (A.P.)



Associate I

Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,825.00	Rs.21,900.00
Other Allowances and Reimbursements – 2 +	Rs.774.00	Rs.9,288.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,748.00	Rs.356,976.00
Statutory payments ++		
Company's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.10,224.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. 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 applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

**E.) The following elements are included in the compensation package stated above:**

1. Provident Fund- You will be covered under the Aricent Technologies (Holdings) Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

**NOTE:**

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

**F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:**

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.



G.) You shall be eligible for following additional one-time payouts:

- **Special Incentive:** You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only). post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a. You will submit relevant documents as mandated by the Company.
- b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
- c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company.
- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini Engineering).
- g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
  - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 01/09/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
  - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
  - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
- j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
- k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini Engineering, 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. Capgemini Engineering values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Aricent Technologies (Holdings) Limited



Chandra Reddy K

Managing Director

ER&D GBL India


Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Aricent Technologies (Holdings) Limited India.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Geetanjali Sambana**

Date: 10/03/2022



PRINCIPAL  
Shi Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



## EXHIBIT 1

### Terms & Conditions of Employment with Aricent Technologies (Holdings) Limited

#### **1. CURRENT WORK LOCATION:**

1.1 Aricent Technologies (Holdings) Limited ("Capgemini Engineering" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.



5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini Engineering prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini Engineering entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini Engineering and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

#### 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.



6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, 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.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.



7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini Engineering's policy with respect to Intellectual Property.

#### **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### **9. RETIREMENT/TERMINATION:**

##### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

##### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

**c.) Effects of Cessation of Employment**

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 **Notice:** All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 **Severability:** The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 **Publicity:** You shall not use the name and/or trademark/logo of Capgemini Engineering, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini Engineering group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 **Non-Disparagement:** During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.



11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Delhi in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini Engineering. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Delhi only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



### CONSENT LETTER

#### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Aricent Technologies (Holdings) Limited having its registered office at 5, Jain Mandir Marg (Annexe), Connaught Place, New Delhi 110001, India, CIN: U72100DL2006PLC149728 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Capgemini Engineering clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Delhi shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

## ANNEXURE I (A)

### Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

#### I. Academic qualification (Highest qualification as applicable):

- ☐ Highest Academic Qualification – all semester marksheet and certificates
- ☐ Provisional Certificate OR Convocation OR Degree certificate
- ☐ If Applicable- Diploma/ Completion Certification(s) for specialized courses

#### II. Employment experience related documents( As applicable):

##### a. Current Employer

(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- ☐ Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- ☐ Pay slips for last 3 months

##### b. Previous Employer(s)

- ☐ Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

#### III. Mandatory Documents

- ☐ UAN card copy with KYC as "YES" ( not required for freshers)
- ☐ E-Aadhar card copy
- ☐ Passport size photograph – 4 copies (white background)

#### IV. Proof of Identity (Any two):

- ☐ PAN Card (Mandatory)
- ☐ Valid Passport – All pages
- ☐ Driving License
- ☐ Voter's Id

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini Engineering adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- ☐ Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- ☐ Professional Experience & Employment(s) Credentials.
- ☐ Database
- ☐ Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- ☐ Highest Educational Degree Certificate and Final year Mark sheet
- ☐ Submission of all semester/term mark sheets of your highest qualification.
- ☐ Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- ☐ Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- ☐ On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- ☐ These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- ☐ Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

#### Court Verification Forms

- ☐ Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE link only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

#### Important points to note:

- ☐ In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini Engineering may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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# **SLNBUILDICONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/87

Date: 18-05-2022

**CHINNALA JAGADESWARA RAO,**

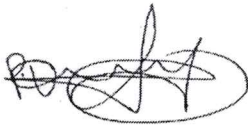
**Dear CHINNALA JAGADESWARA RAO,**

We are pleased to offer you a position in our company as “**Graduate Engineer Trainee**” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19–**July-2022**. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
**P Vinay Kumar**  
**SRHR Generalist**  
**SLNBUILDICONINDIA Private Limited**



**Authorized Signatory**



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1636567**

**Letter of Intent ("LOI")**

Dear Raghupatruni Darshini,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

## ANNEXURE 1

**Raghupatruni Darshini**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

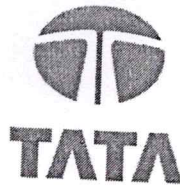
**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man,  
Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN:  
U85110PN1993PLC145950





Offer : Computer Consultancy  
Ref : TCSL/EP2022CN1608801/ Pune/1991098  
Date : 10-NOV-2022

**Ms. Annapurna Kenguva**  
2-91, Kenguva Street And Dasumanthapuram Village,  
Veeraghattam Mandal  
Srikakulam, Andhra Pradesh, India  
Tel No.: 6304529610

**Sub: Letter of Offer and Terms of Employment**

Dear Ms. Annapurna Kenguva,

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 of employment.

This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Asst. Systems Engineer in Grade C1Y at TCS - Hyderabad. Your gross salary including all benefits will be Rs. 3,58,507/- per annum. Annexure 1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

Private and Confidential  
TCSL/1991098

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
1 Software Units Layout Madhapur Hyderabad 500 081 Andhra Pradesh India  
Tel 91 40 6667 2000 Fax 91 40 6667 2222 Website www.tcs.com  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai - 400021



## **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.

**TCS Confidential**

**TCSL/DT20222197892**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHEKLA, Srikakulam-532410 (A.P.)





## **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 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.

TCS Confidential

TCSL/DT20222197892

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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

4

3

PRINCIPAL

Shri Venkateswara College of Engineering & Technology

Eluru, Srisakulam-532410 (A.P)





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.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1/1, Vibhuti Xhand, Gomti Nagar, Lucknow 226 001 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: career@tcs.com

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PRINCIPAL

Sri Venkateswara College of Engineering & Technology

ETC/CH/2022/05/01/001/001 (A.P.)







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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

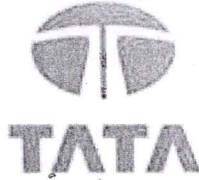
1/1, Vishnu Khanda, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com  
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ETCHERLA, Srisaibam-532410 (A.P.)





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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### 12. 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

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**TATA CONSULTANCY SERVICES**

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**PRINCIPAL**

Shri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222197892/Lucknow**  
**Date: 05/04/2022**

Ms. Divya Lakshmi Polam  
Etcherla Village Mandal And PostMain Street,  
Etcherla,  
Srikakulam-532410,  
Andhra Pradesh.  
Tel# -9346758185

Dear Divya Lakshmi Polam,

**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.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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ETCHERLA, Srikakulam-532410 (A.P)





## **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 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 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.

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## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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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.

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## **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

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## **TATA CONSULTANCY SERVICES**

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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.

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The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **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.

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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. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### **12. 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



To

Date: 22-Dec-2022

**Rashmi Gunda,**

Door No: 2-31,  
Karnala streetm,  
Penta Village,  
Vizianagaram – 535573.

Dear **Rashmi Gunda,**

Russell Tobin Associates Staffing Solutions India Private Limited is pleased to offer you an employment in the position of **“Operation Associate”** to work for our client Uber in **Hyderabad** location with an annual CTC of ₹ 233796/-

The terms governing your relationship with Russell Tobin Associates Staffing Solutions India Private Limited are as follows:

1. Your employment is tentatively scheduled to commence on or before **26-Dec-2022** with our client Uber in **Hyderabad** location, subject to completion of all mandated client compliance and Russell Tobin Associates Staffing Solutions India Private Limited's onboarding requirements. Your employment period will be governed by the end client's assignment specifications wherein, any changes to the assignment duration communicated by the client will be notified by us, in writing.
2. The working hours and the place of your duty will be as decided by the management and end client to be supported for the duration of your employment.
3. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As employee of this company, you will maintain a high standard of loyalty, efficiency, integrity.
4. Your offer of employment can be revoked with immediate effect if you do not successfully clear the prescribed background screening requirements mandated by the client and/or Russell Tobin Associates Staffing Solutions India Private Limited.
5. The client and/or management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the client has an office or branch or unit or site for work either at present or may have at any time in future.
6. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work wither paid or in honorary capacity.
7. Your appointment is being made on the basis of your particulars such as qualification, relieving letter, etc. as given by you and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu thereof.

RUSSELL TOBIN ASSOCIATES STAFFING SOLUTIONS INDIA PRIVATE LIMITED  
Global Infocity, 4th Floor, Module No. 1, Block A, No. 40, MGR Salai, Kandanchavadi,  
Perungudi, Chennai-600096. Phone: +91-44-40291420  
CIN No. U74999TN2018FTC123070

Global Headquarters  
Russell Tobin & Associates LLC, 420 Lexington Avenue, 30<sup>th</sup> Fl., New York, NY 10170.

  
Sri Venkateswara  
ETCHERLA, Srikakulam-532410 (A.P)





8. You will be eligible to the benefits of the company's leave policy and will be based upon your reporting authority approval.
9. Your address, provided to Russell Tobin Associates Staffing Solutions India Private Limited shall be deemed to be the primary destination to send any communication to you and any communication sent to the given address shall be deemed to have been served upon you.
10. This agreement supersedes and replaces all previous communications - written and verbal, between the parties and constitutes the entire agreement between the parties.
11. Either party can terminate this agreement of employment upon the concurrence of our client, based on project requirements, dissatisfactory performance or for any other reason by giving a 30 days advance notice or salary in lieu thereof at the sole discretion of the management. No pay and no advance notice will be given by the company, if the service agreement has been terminated due to violating the company rules and regulations or due to misconduct.
12. Neither party may assign their obligations nor rights under this agreement to any other person in any circumstances whatsoever except with the prior written consent of Russell Tobin Associates Staffing Solutions India Private Limited, Chennai.
13. No waiver of any breach of this agreement shall be deemed to be a waiver of any other or subsequent breach. The failure of either party to enforce any provision of this agreement at anytime shall not be interpreted as a waiver of the provision.
14. You will be bound by the rules, regulations, procedures and protocol and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and your terms of employment.
15. In case there is any change in your residential address, you will intimate the same in writing to the Russell Tobin Associates Staffing Solutions India Private Limited HR team & to client within three days from the date of such change and get such change of address recorded.
16. If ever any dispute arises out of this employment the jurisdiction shall be at Chennai.  
If the above terms and conditions are acceptable to you, please sign this agreement of Employment as the token of its acceptance and return the same for our record.

**For Russell Tobin Associates Staffing Solutions India Private Limited**

SRIVATHSAN

BALASUBRAMANIAN

Digitally signed by SRIVATHSAN  
BALASUBRAMANIAN  
Date: 2022.12.22 15:25:16  
+05'30'

**Authorized Signatory**

**Declaration by the Consultant**

I accept the offer and the terms and conditions mentioned in the foresaid letter of employment.

Date: Dec 23, 2022

Place: Bobbili

Rashmi Gunda

Rashmi Gunda (Dec 23, 2022 17:23 GMT+5.5)

Signature of the Consultant

Date: 22-Dec-2022

Hello Rashmi Gunda,

Please find the Salary breakup below

Name: Rashmi Gunda		
Designation: Operation Associate		
Heads	Per Month	Per Annum
Basic	12815	153780
HRA	1740	20880
Advance Statutory Bonus	2563	30756
<b>Gross</b>	<b>17118</b>	<b>205416</b>
PF Employer	1800	21600
<b>ESI Employer</b>	<b>565</b>	<b>6780</b>
<b>CTC Amount</b>	<b>19483</b>	<b>233796</b>

Note: Take home salary will be different from above provided information due to deduction of statutory dues from the gross income, as applicable.

For Russell Tobin Associates Staffing Solutions India Private Limited

SRIVATHSAN

BALASUBRAMA

NIAN

Authorized Signatory

Digitally signed by  
SRIVATHSAN  
BALASUBRAMANIAN  
Date: 2022.12.22 15:25:32  
+05'30'

*Rashmi Gunda*  
Rashmi Gunda [Dec 23, 2022 17:23 GMT+5.5]

Signature of the Consultant

**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: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**OFFER & APPOINTMENT LETTER**

**Offer Release Date: September 6, 2022**

**Dear KARTEEK TANGUDU,**  
**1-172,BC colony**  
**narsipuram (village), Nandigam, Srikakulam,**  
**Andhra Pradesh, India, 532201**

**Dear KARTEEK TANGUDU,**

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 **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

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 **September 15, 2022** at 9:00 A.M at the following address **ChennaiSEZ-SDB5-U4-GF L1&L2,1F,2F-ex201B**.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 **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 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**

**HCL**

**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



**HCL TECHNOLOGIES LTD.**

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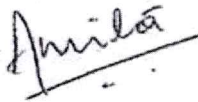
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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**  
Senior Vice President  
Head-Global Rewards



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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 Technologies Ltd**, 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**

Your place of work will be located at **Chennai**

**2. Medical Check up**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**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. 12months 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.

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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 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



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You will retire from service on attaining superannuation at the age of 58 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.
- 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

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> <p><b>Things to Remember</b></p> <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> <p>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.</p>	

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



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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:

**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



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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**

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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. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

### 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.



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- **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!

**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:** 1-172, BC colony  
narsipuram (village), Nandigam, Srikakulam,  
Andhra Pradesh, India, 532201  
**Email ID:** karteektangudu123@gmail.com  
**Telephone Number:** 9985197366

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the



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Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.



**HCL TECHNOLOGIES LTD.**

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

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

www.hcltech.com

www.hcl.com

**Exception to Assignments:** I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

**7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

**8. Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

**9. Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.



**HCL TECHNOLOGIES LTD.**

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10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

**KARTEEK TANGUDU**

**September 6, 2022**



**PRINCIPAL**  
Sri Vankateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



er 11, 2022

and Attn: Santhosh Potnuru

This is with reference to your meetings and calls for a possible position of "Associate IT Engineer" at ANB. We are pleased to indicate our interest to take this forward and would like to make you an offer on the following terms and conditions.

- Position: Associate IT Engineer
- Date of Joining: we will communicate post completed background verification
- Your fixed cost to company will be INR 298,337/- per annum subject to deduction as per Structure given below and TDS as applicable.
- Your deployment will be in ICICI Bank Ltd anywhere in **Mumbai** and you have to follow rules as per ICICI for Shift duty, Holiday & Weekly off.

Gross	21,200.00
-------	-----------

Particulars	Earnings
Basic	15,500.00
HRA	2,120.00
Other Allowance	3,580.00
<b>Total Earnings Monthly</b>	<b>21,200.00</b>

Particulars	Deductions
Provident Fund (Employee Contribution)	1,800.00
E.S.I.C (Employee Contributions)	
Professional Tax	200.00
<b>Total Monthly Deduction</b>	<b>2,000.00</b>

<b>Net Monthly Salary</b>	<b>19,200.00</b>
---------------------------	------------------

Other Components	Amount
Employer PF Contributions	1,800.00
Employer ESIC Contributions	
Shift Allowance (Not Applicable)	0.00
<b>Total</b>	<b>1,800.00</b>

<b>Gross Earnings Monthly</b>	<b>23,000.00</b>
-------------------------------	------------------

<b>Gross Earnings Yearly</b>	<b>2,76,000.00</b>
<b>Bonus</b>	<b>3,500.00</b>
<b>Leave 21 Days</b>	<b>14,637.00</b>
<b>Mediclaime Insurance 2L GHA + 2L GPA</b>	<b>4,200.00</b>
<b>Cost To Company</b>	<b>2,98,337.00</b>

As per company Policy (Leave will start after end of Probation period 6 Months)

For Employee Only & will be enroll in next Renewal Cycle i.e October

For, ANB SOLUTIONS PVT LTD

ANIL  
PANDURANG  
AVASARE

Digitally signed by ANIL PANDURANG  
AVASARE  
DN: cn=ANIL PANDURANG AVASARE  
o=ANB PERSONAL  
Reason: I am the author of this document  
Location:  
Date: 2022-10-11 10:35:05:30

AUTHORISED SIGNATORY

ANB Solutions Private Limited  
901, Kamla Executive Park  
Off Andheri Kurla Road  
J.B.Nagar, Andheri East  
Mumbai - 400 059, India  
Ph: 91.22.42215 300  
Fax: 91.22.42215 303  
Email: info@anbglobal.com  
www.anbglobal.com



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

London | Mumbai | New Delhi | Bangalore | Ahmedabad

Ref: ADS/HRD/EOL/2022

Date: 13<sup>th</sup> Jul, 2022

SUBJECT: EMPLOYMENT OFFER LETTER,

Miss. SAVARA NIRMALAJYOTHI,

We congratulate you upon your final selection for the post of Trainee "Junior Designer" for designing of wooden structure buildings.

With pleasure, we offer you employment with **ALLIANCE DESIGN SOLUTIONS (ADS)**, and expect you to join on or before 13<sup>th</sup> Jul, 2022 subject to your acceptance and confirmation of the following terms and conditions of Employment as referred below:

- Need to sign a Service agreement with **ADS**, for a period of **2 Years** with a surety amount as per the bond from the date of Joining.
- You will be on probation and need to undergo Training for a period of **three months**.
- During the probation period your behavior, attendance, attentivity, communication skills being applied, and your quality of work and performance will be observed and considered for confirmation of your Employment.
- On completion of the period of probation and training, if You are not qualified yourself up to expectation of your job, **ADS** have the right to end the Service Agreement and terminate your services without any notice and pay.
- Company Dress Code: Please refer the Annexure-I of this letter.
- Company Office and shift timings are as given below:
  - General shift : 09:30 to 19:00 (Lunch Break 13:30 to 14:30)
  - First shift : 06:30 to 14:30 (Tea Break 9:30 to 10:00)
  - Second shift : 14:30 to 23:00 (Supper Break 19:30 to 20:00)
- Your CTC will be Rs.13, 000/- Per month including all monthly statutory payable.
- Salary will be appraised to RS 15,000 per month after successful completion of 6 months with **ADS**.
- Next salary appraisal will be after 1 Year from the date of the first appraisal.
- Based on your performance, you will be given the annual increment basing on your confirmation date.
- Any time, during the employment with **ADS**, your performance is low or below the average, Company may not grant you a pay hike for that appraisal year.

Cont'd.... Page No.2

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

After successful completion of your signed service agreement, you may revive your agreement further for more years (minimum two years accepted).

Any time during the employment, if you need to break the Service Agreement for what so ever may be the reasons, you must submit a written application well in advance i.e., minimum 60 working days in advance, you need to intimate the Management in writing. And you also need to submit your resignation as per the company norms by remitting the amount payable as per the service agreement signed with **ADS**, along with the liquidate/company damage charges arise thereon.

Please confirm your willingness and acceptance to join the **ADS**.

With best regards

for **ALLIANCE DESIGN SOLUTIONS**

**B CH S R NAGESH**  
(Manager – HRD)



## **ANNEXURE-I**

### **ALLIANCE DESIGN SOLUTIONS - Dress Code Policy**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organization establish professionalism atmosphere in the office environment our company presents to clients and visitors. During working hours or when representing our company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

#### **Gents (Monday to Friday)**

- Full Pants (formal pants and not jeans)
- Formal Shirts: Half Shirts or Full shirts (with sleeves buttoned up) tucked in.
- Leather Belts and shoes with socks

#### **Saturdays [For both Gents & Ladies]**

- Business Casuals (excluding tight fitting apparels)
- T-Shirts & Jeans pants

During the special observation days like Ramzan, Christmas or Hindu devotional observational days only, on the written request submitted by the employee, special permission may be given by the Management at their discretion by considering the nature of tradition and the period applied for to relax the Dress Code norms.

#### **Dos**

- Employees should follow standard office timings or specific shift timings conveyed by the reporting manager/HOD
- Employees should normally speak in official language i.e. English during formal meetings.
- Employees should carry their Identity cards with them during office hours.
- Employees are expected to be in office on time.
- Employees should take prior approval while going on leave (refer Leave Policy.)
- Keep the hair clean, trim and neat, no head wears are allowed in the office premises.
- **Must Keep beards and mustaches trimmed or clean-shaven.**

#### **Don'ts**

- Prohibited from smoking / taking alcohol during office hours or at office.
- Employees should not carry mobile phones inside of the office. Keep their mobile phones in provided lockers.
- Do not chew food, gum or gutka in the office
- Do not wear Slippers and Sandals
- Do not wear shirts or T-shirts with slogan/writing or cartoons
- Do not wear short & skimpy shirts/outfits.

Management / HR. Manager reserves the right to request all employees to dress to an appropriate standard as a condition of employment.



**MOURI TECH**  
GLOBAL ENTERPRISE SOLUTIONS

www.mouritech.com

**MOURI Tech Pvt. Ltd.**

D1 IT Park Hill No. 2  
Rusthikonda, Madhurastrada,  
Visakhapatnam-530003 AP India  
Tel: +91-891-6814100

Date : 14 Sep 2022

**EMPLOYMENT OFFER LETTER**

Dear Indumathi Kancharana

On behalf of MOURI Tech Pvt Ltd., we thank you for your interest in pursuing a career with us. **Congratulations!** We are pleased to make an offer to you for the position of **Associate Trainee - Talent Pool** at the **Visakhapatnam Branch in Andhra Pradesh**.

Unless we mutually agree otherwise in writing, you are expected to join the company on **21 Sep, 2022** Your salary (Cost to Company - CTC) including all benefits will be of **Rs. 2,50,000.00 Per annum**. For the detailed structure of your salary, kindly refer to **Annexure A (Page 3)**.

At your level in Grade **MT** you will be eligible for a performance linked **MIP (MOURI Tech Incentive Pay)**. The MIP benefit could range from **0-10% of your total CTC** & it depends upon the Organization, Practice and individual performance. Any MIP amounts paid will be subjected to statutory and other deduction as per organization policies and practices.

This offer is based on your profile and performance in the selection process and is subject to your acceptance of the terms of the employment agreement terms below. Please carefully read the specific terms and conditions of this offer as they contain important details. In addition to these terms and conditions, there are other company policies and procedures which you agree to observe and follow during your employment with MOURI Tech Pvt. Ltd.

If you wish to accept this employment offer, please sign all the pages, and return the scanned copy of this offer letter. This offer letter is valid for seven (7) days from the date of the issue, beyond which this offer will expire.

We are extremely excited at the possibility of you joining TEAM MOURI and if you have any questions regarding the conditions of this offer, please feel free to contact us at [hr.in@mouritech.com](mailto:hr.in@mouritech.com)

Yours sincerely,

Swarna ANNAPUREDDY

Director - HR

MOURI Tech Pvt Ltd.

**ACCEPTANCE OF OFFER**

I accept employment with MOURI Tech Pvt. Ltd. under the terms set forth in this letter.

Name: Indumathi

Signature: .....

Date: .....

Reg. Office: Bldg. #6-3-83, Floor III Louky Towers, Mallampet Road, Bachupally, Hyderabad TS 500090, India

AUSTRALIA | CANADA | GERMANY | INDIA | S. AFRICA | UAE | UK | USA



**MOURI TECH**  
GLOBAL ENTERPRISE SOLUTIONS

www.mouritech.com

**MOURI Tech Pvt. Ltd.**

D1 IT Park Hill No. 2  
Rusthikonda, Madhurastrada,  
Visakhapatnam-530003 AP India  
Tel: +91-891-6814100

**General Terms & Conditions of Employment**

The terms and conditions listed below are not exhaustive and are meant to provide general guidance on the company policies. On the day of joining, complete terms and conditions will be reviewed with you along with Non-Compete and Non-Disclosure agreements.

**Commencement of Employment**

Your appointment would be effective from the agreed upon "start date" and will be initially based on the work location that you are selected for employment. Your services are transferable, and you may be assigned to any office of MOURI Tech in India or abroad any time based on business needs. You may also be depulized to work projects for any affiliates, subsidiaries, or other companies with which MOURI Tech has such arrangements.

**Probation Period**

Your performance will be reviewed upon completion of 6 (Six) months of employment from the date of joining. Your services shall be confirmed, subject to satisfactory performance on the review.

**Notice Period**

- You need to give a Ninety (90) days' notice period when resigning the Job and your failure to serve notice period will lead to legal actions by the Company.
- Company can also terminate employee service without any notice or reason if there is any breach of policies & guidelines, misconduct, performance issues, charged with any criminal offense, involved in any legal capability, false or misrepresentation of facts & failure of background checks.
- MOURI Tech reserves the right to pay or recover salary in lieu of notice period subject to completion of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended. The relieving date may also be extended in case the project is at a critical juncture.

**Required Documents**

On the day of joining, please bring the following. **Please note that all the below listed documents are mandatory, and you will not be allowed to join without them.**

- Original educational certificates beginning with the tenth standard.
- Relieving/Experience letters for verification
- Passport size photographs (Four Nos.)
- Photocopy of Passport or Driving license
- Soft copy of your latest C.V
- Permanent Address proof for Bank account opening (voter ID/Aadhar Card/Ration Card).

Initials

**PRINCIPAL**  
**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P.)**





ALCHEMY TECHSOL INDIA PVT.LTD.

Mr. Potnuru Vijayakrishna  
7780459902

**LETTER OF OFFER**

Date: 12 Oct 2022

Dear Potnuru Vijayakrishna,  
Congratulations!!

We are pleased to offer you an Employment with **Alchemy Techsol India Pvt. LTD** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as "**Data Analyst**" and will be based at our **Bangalore** Centre.
2. Your date of commencement of Employment will be on or before **17/11/2022**.
3. You will be entitled to receive compensation and benefits (Fixed Pay of **INR 300000/-PA**) as per the enclosed annexure.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your Date of joining.
5. You will be on probation for a period of **6 months** from the date of joining.
6. The notice period to be served would be **2 Months**.
7. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
  - b) Original Academic Certificates (all from 10<sup>th</sup> to Highest)
  - c) Resignation Acceptance Letter with acknowledgement
  - d) Relieving letter from previous employer (Original)
  - e) Proof of compensation last drawn (last 3 Months)
  - f) 4 passport size photograph
8. It is mandatory to open a salary account with **Axis Bank**, as salary would be processed only to Axis Bank account.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer within 7 days from the date written above post which this offer stands withdrawn.
10. Our Bank Spoc will reach you for opening Bank account.

Looking forward to a long and mutually beneficial career with us.

Yours Truly,

For **ALCHEMY TECHSOL INDIA PVT.LTD**

**Smitha M Thottathil**  
(HR Head)

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



17 June, 2022

Ms. Pradeepthi Sigatapu  
1-81 Nagulavalasa, Ayyappa Nilayam,  
Nagulavalasa Village, Near Anjanayaindia Swami Temple,  
Srikakulam 532127.

Dear Pradeepthi,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

**Position:** Member Technical

**Grade:** G2 L1

**Start date:** On or Before 30 June, 2022

**Compensation:** Gross Compensation of INR 600,015 (Rupees Six Lakhs and Fifteen Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

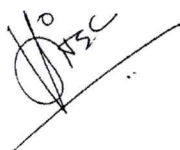
**Probation & Notice Period:** You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

**Place of work:** Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh  
(Divisional Vice President & Head of HR)

Associate Signature: \_\_\_\_\_

The Square, Survey No. 35, Hissa No.9+10+11+12, Nagar Road, Wadgaonsheri, Pune-411014, Ph: +91 20 6757 5444

CIN: U72200TG2015PTC101168

**Details of Compensation**

Name : Pradeepthi Sigatapu  
Position : Member Technical  
Grade : G2 L1

<b>A. Base Salary</b>	Monthly (INR)*	Annual (INR)*
• Basic Salary	22,320	267,840
• House Rent Allowance	9,644	115,728
• Flexible Benefits**	4,464	53,568
<b>B. Bonus (20% of Basic Salary Paid Monthly)</b>	4,464	53,568
<b>C. Standard Benefits</b>		
• Provident Fund***	2,678	32,136
• Gratuity	1,074	12,888
<b>Gross Compensation (A+B+C)</b>	44,644	<b>535,728</b>

Variable Performance Incentive (VPI) <sup>#</sup> (will range from 0% to 175% based on performance)	0%	100%	175%
	0	64,287	112,503
<b>Total CTC (Gross + VPI)<sup>##</sup></b>		<b>600,015</b>	

\* Indian Rupees

\*\* Flexible Benefits include Leave Travel Allowance and Children Education Allowance

\*\*\* PF will be deducted as per the statutory norms

# These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

## Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: \_\_\_\_\_

## Terms and Conditions

### 1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

### 2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

### 3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

### 4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

### 5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

### 6. Statutory Benefits

**Provident Fund:** Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

**Gratuity:** The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

### 7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

### 8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Associate Signature: \_\_\_\_\_



## 9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

## 10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

## 11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

## 12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

## 13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

## 14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

## 15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Associate Signature: \_\_\_\_\_

## 16. Relocation Assistance

If you are joining from outside Hyderabad, you may avail the organization-paid accommodation for two weeks. To avail the facility, you need to send an e-mail to [adp\\_india\\_accommodation@ADP.com](mailto:adp_india_accommodation@ADP.com), confirming your requirement for such accommodation at least 15 days prior to the Start date.

You are eligible for relocation assistance towards travel, expenses towards movement of goods and household articles (including insurance), brokerage, per diem and miscellaneous expenses subject to a maximum amount up to INR 60,000 if you are relocating with your family (dependant parents/in-laws, spouse & kids). If you are relocating without your family, you can claim up to INR 30,000. The claims are subject to submission of original bills (wherever applicable).

In case you leave the organization, for any reason, within one year, you will be required to refund the relocation amount to the organization.

Associate Signature: \_\_\_\_\_





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 10-05-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear **DUKKA DEVI** ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Gratuity)
- Benefit D (Medical Reimbursement)

We would like you to start work on **02-08-2022** at **9.00am**. Please report to **Dinesh Kumar Hirawat**, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **25-07-2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **HMI Engineering Services** and look forward to working with you.

Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

Website:-www.hmies.in

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear KAPPARAPU RAMU ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Gratuity)
- Benefit D (Medical Reimbursement)

We would like you to start work on **15-08-2022** at **9.00am**. Please report to **Dinesh Kumar Hirawat**, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **10-08-2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **HMI Engineering Services** and look forward to working with you.

Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

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PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

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# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear EASAI BHAGYA LAXMI ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include:

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- Benefit C (Gratuity)
- Benefit D (Medical Reimbursement)

We would like you to start work on **15-08-2022** at **9.00am**. Please report to **Dinesh Kumar Hirawat**, for documentation and orientation. If this date is not acceptable, please contact me immediately.

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Sincerely,




Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

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ETCHEKLA, Srikakulam-532410 (A.P)





# HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified  
Company



Date: 20-04-2022

Dinesh Kumar Hirawat (C.E.O)

**HMI Engineering Services**

Flat no 101, Rajashekar Residency, Dwaraka Nagar,  
Visakhapatnam, Andhra Pradesh 530016

Dear PAILA REVATHI ,

Congratulations! We are pleased to confirm that you have been selected to work for **HMI Engineering Services**. We are delighted to make you the following job offer.

The position we are offering you is that of **Software Trainee** at a monthly salary of 15000/- with an annual cost to company **CTC 1.8L**. This position reports to **Trainee**. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
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- Benefit C (Gratuity)
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We would like you to start work on **15-08-2022** at **9.00am**. Please report to **Dinesh Kumar Hirawat**, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by **10-08-2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **HMI Engineering Services** and look forward to working with you.

Sincerely,



Dinesh Kumar Hirawat  
(C.E.O)

**HMI Engineering Services**

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No: 9347225321, 7674925609 , Email: Info.hmies@gmail.Com

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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



**CAPARO**

**Engineering India Limited**

Date: 19-03-2022

KALAMATA VENKATESH

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

A detailed Contract of appointment will be given to you at the time of your joining as GET. You are requested to join the company on 01<sup>st</sup> Week April 2022. This letter of offer is valid till 10.07.2022 only. Please bring with you the following at the time of joining:

All original qualification certificates with a copy.

- 1) Transfer Certificate in original
- 2) Six copies of stamp size colour photograph with negative.
- 3) Six copies of black and white passport size photograph with negative.
- 4) 4 set of Xerox copies of your SSC Mark Sheet / Transfer Certificate and ITI Provisional Certificate duly attested by a Govt. Gazetted Officer.
- 5) Contract Form (Enclosed with this letter) - duly filled in and affixed with your Passport size photo with attestation on photo by Govt. Gazetted Officer.

Kindly sign and return the duplicate copy of this letter of offer as a token of your acceptance. Welcome to Caparo Engineering India Ltd,

Yours sincerely,

For Caparo Engineering India Ltd



46, Palani Murugan Tower, Mount Poonamalle High Rd, opposite Ctc, Nungambakkam,  
Chennai, Tamil Nadu 600089



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Sriakulam-532410 (A.P)



## Engineering India Limited

Date: 19-03-2022

KALLEPALLI HARISH

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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For Caparo Engineering India Ltd

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Chennai, Tamil Nadu 600089

PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## Engineering India Limited

Date: 19-03-2022

KANTA JANAKI RAM

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd

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Chennai, Tamil Nadu 600089

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



**CAPARO**

**Engineering India Limited**

Date: 19-03-2022

KINJANGI GOVINDA

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd



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**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

**Caparo**

**Engineering India Limited**

Date: 19-03-2022

KORRAYI PRASAD

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd



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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**CAPARO**

**Engineering India Limited**

Date: 19-03-2022

KUNA ANIL

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd



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**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



**CAPARO**

**Engineering India Limited**

Date: 19-03-2022

KURMAPU TARUN

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd



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Chennai, Tamil Nadu 600089



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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## Engineering India Limited

Date: 19-03-2022

MADDILI SANKAR

Subject: Letter of Offer -Appointment as GRADUATE ENGINEER TRAINEE (GET)-  
Regarding.

This has reference to your application and subsequent interview you had with us on 23th March 2022. We are pleased to offer you an appointment as GET on the terms and conditions as explained to you. The Compensation during training will be Rs.21,000/- (Rupees Twenty-One thousand only) per monthly addition, you will be entitled to canteen facility (subsidised food @Rs. 338/- p.m.). The benefits like ESI, PF, Bonus Gratuity will be paid as per the company rules as explained during the interview.

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Yours sincerely,

For Caparo Engineering India Ltd

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Chennai, Tamil Nadu 600089

PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

Date : 03-08-2022

**Letter of Intent ("LOI")**

Dear NAIDU Bhargavi,

With reference to your application and subsequent discussions we had with you. We are pleased to inform that your candidature have been shortlisted for appointment as "Trainee" with Atos Global IT Solutions and Services Private Limited (referred as "Atos or Company").

Subject to completion of election and documentation process, detailed Offer letter will be issued to you, which will contain the following details:

- Date of Joining;
- Joining & Training location;
- Other terms and condition.

The location of your initial reporting, training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination/ Documentation Process.

The date of joining and the location of posting will be based on business requirements. Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. You may be required to undergo various training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Atos plans to invest in debut trainings and certifications to impart appropriate skills for the required services. Therefore, all "Trainee" (debut) are required to complete the training period and expected to remain in the service with Atos for a minimum period of 24 months from the date of joining. Failing to which, debut unconditionally needs to pay/reimburse the cost of training to Atos which will extend up to maximum of Rs.75,000/- (Seventy Five Thousand Rupees only).

Your selection and further procedure ahead is subject to your being found medically fit, you completing your academic course with the specified eligibility criteria as informed to you during selection process, and completing all necessary documentations & process pertaining to your education, verification and other employment criteria.

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

Confidential



Atos reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company and documentation process.  
The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment.

We may, any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or at our discretion.

We request you to confirm back to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to Campus recruitment team ([kausalya.v.external@atos.net](mailto:kausalya.v.external@atos.net)) within 05 days from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team.

We look forward to hear from you soon and wish you a rewarding career ahead.

Thanking you.

Yours Sincerely,

For Atos Global IT Solutions and Services Private Limited



Nasir Usman Shaikh  
Vice President – HR

Kutikuppala Appala Naidu  
Chennai  
India

**OFFER LETTER****Date 04-09-2022****Dear Kutikuppala Appala Naidu**

We have pleasure in offering you a position as **"Trainee"** in our Atos Group Company at **"Chennai"**, with effect from your date of joining. Please note that if you do not join on or before **"15-September-2022"**, this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) **Rs.22,302**(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

  
PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



CONFIDENTIAL

- a) during your working hours, or
- b) at company's expenses, or
- c) using any or Company's materials or facilities, or
- d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.

You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.

13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:

- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.

14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.

15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.

16) It will be your personal responsibility to obtain the following within 3 months of joining:

- (a) Valid Driving Licence for driving a light motor vehicle in India.
- (b) Obtain a valid Passport from R.P. Office, Government of India.

17) Please note that that this appointment is subject to clearance of the following:

- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,

**For Atos Global IT Solution and Services Private Limited**

**Nasir Usman Shaikh**  
Senior Vice President – HR

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



NAME : **Kutikuppala Appala Naidu**

DESIGNATION : Trainee

GCM Level : 1

Grade : T1

Expected DOJ : **15-September-2022**

Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
<b>A Annual Gross</b>	<b>2,67,629</b>
Provident Fund	30,247
Gratuity	12,124
<b>B Retirals</b>	<b>42,371</b>
<b>(A+B)</b>	<b>3,10,000</b>

**CTC per annum (A+B) 3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)**

March 21, 2022

HRD/2T/1000985231/21-22

Ms. Kalyani Tirlangi  
2\_78, Main Street,  
Loddalapeta Village,  
Srikakulam (dist)-532484  
India

Ph: +91-7729922773

Dear Kalyani,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Certification signature by Richard Lobo  
<richard\_lobo@infosys.com> Validity Unknown

Digitally signed by Richard Lobo  
Date: 2022.03.21 19:03:45 IST  
Reason: Digitally Signed  
Location: Bangalore

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

March 21, 2022

HRD/1000985231/21-22

Ms. Kalyani Tirlangi  
2\_78, Main Street,  
Loddalapeta Village,  
Srikakulam (dist)-532484  
India

Ph: +91-7729922773

Dear Kalyani,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **28-Mar-2022**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

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

### **Agreement**

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

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 condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and 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.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### **Other Terms and Conditions**

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**

**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Certification signature by Richard Lobo  
<richard\_lobo@infosys.com> Validity Unknown  
Digitally signed by Richard Lobo  
Date: 2022.04.27 19:03:45 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Kalyani Tirlangi
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</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)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



December 16, 2022

HRD/3T/1003712697/22-23

Ms. Vysyaraju Sai Gayatri  
Hno-6-36,  
Devara Street Srikakulam,  
Kotturu-532452  
India

Ph: +91-7702470230

Dear Vysyaraju,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Signature invalid

Digitally signed by RICHARD  
GERARD LOBO  
Date: 2022.12.16 13:27 IST  
Reason: Digitally Signed  
Location: Bangalore

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

December 16, 2022

HRD/1003712697/22-23

Ms. Vysyaraju Sai Gayatri  
Hno-6-36,  
Devara Street Srikakulam,  
Kotturu-532452  
India

Ph: +91-7702470230

Dear Vysyaraju,

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:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **27-Feb-2023**.

**Location**

Your location for employment is **MYSORE, India**.

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 Letter, hereby give your irrevocable consent to the above.

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **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 the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. 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.

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.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature invalid

Digitally signed by RICHARD  
GERARD LOBO  
Date: 2022.10.27 18:27 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**ANNEXURE - I**  
(Compensation during the first six months from the Date of Joining)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Vysyaraju Sai Gayatri
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

**1. MONTHLY COMPONENTS**

BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**2. ANNUAL COMPONENT**

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150
--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE - II**  
(Compensation post successful completion of six months)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Vysyaraju Sai Gayatri
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**2. ANNUAL COMPONENT**

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

150

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary

1,800

GRATUITY - 4.81% of Basic Salary\*

722

**FIXED GROSS SALARY (1+2+3)**

**25,000**

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/2T/1004069816/22-23

Ms. Divya Mudula  
Geddavalasa, Main Street  
Srikakulam (Dist)  
Srikakulam (dist)-532127  
India

Ph: +91-6300764737

Dear Divya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.04.14 18:32:19 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
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F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



April 14, 2022

HRD/1004069816/22-23

Ms. Divya Mudula  
Geddavalasa, Main Street  
Srikakulam (Dist)  
Srikakulam (dist)-532127  
India

Ph: +91-6300764737

Dear Divya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **16-May-2022**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

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

### **Agreement**

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

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 condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and 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.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 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.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.



You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.



If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.  
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.04.14 18:32:19 IST  
Reason: Digitally Signed  
Location: Bangalore

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**ANNEXURE - I**  
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Divya Mudula
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</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)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

August 19, 2022

HRD/3T/1003427748/22-23

Ms. Yamini Dora  
No.15-2-61, Srisaina Street,  
Arasavalli  
Srikakulam (dist)-532001  
India

Ph: +91-6300366283

Dear Yamini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Certification signature by Richard Lobo  
<richard\_lobo@infosys.com> - Validity Unknown  
Digitally signed by Richard Lobo  
Date: 2022.08.19 17:53:06 IST  
Reason: Digitally Signed  
Location: Bangalore

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

August 19, 2022

HRD/1003427748/22-23

Ms. Yamini Dora  
No.15-2-61, Srisaina Street,  
Arasavalli  
Srikakulam (dist)-532001  
India

Ph: +91-6300366283

Dear Yamini,

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:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **24-Oct-2022**.

**Location**

Your location for employment is **MYSORE, India**.

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 Letter, hereby give your irrevocable consent to the above.



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **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 the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. 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.

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.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Certification signature by Richard Lobo  
<richard\_lobo@infosys.com> Validity Unknown  
Digitally signed by Richard Lobo  
Date: 2022.04.19 17:33:06 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the first six months from the Date of Joining)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Yamini Dora
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**2. ANNUAL COMPONENT**

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150
--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE - II**  
(Compensation post successful completion of six months)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Yamini Dora
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**2. ANNUAL COMPONENT**

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150
--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>

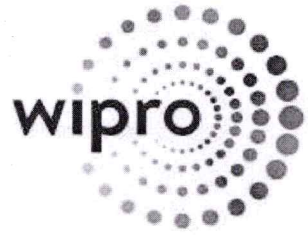
**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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 fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act





## **APPOINTMENT LETTER**

February 15, 2022

Dear Gorrela Priyanka,

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,

### **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 VI. 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.
- 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](https://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.
- 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.

**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.
- 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.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 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 up to 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.

#### 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**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### 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.

### **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: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@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

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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 [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Gorrela Priyanka, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

## **ANNEXURE III**

### **SALARY OFFER SHEET**

**Name: Gorrela Priyanka**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<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>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>



**Total Cost to Company per annum****3,50,004**

\*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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

#### **ANNEXURE – IV**

##### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

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### **ANNEXURE – V**

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.

### **ANNEXURE – VI**

#### **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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is 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 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **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.

## **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
- b. 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.

## **Travel, Accommodation, Food & Other Miscellaneous Expenses**

### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### **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 joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary 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.

  
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c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **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 depending on your marital/family status towards the base sum insured premium, 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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

**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 predefined 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.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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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. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: 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 under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). 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.

## 2. 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.

☒ Accept

☐ Decline

☒ **Signature** Gorrela Priyanka 15/2/2022 8:07 PM

(checking the checkbox above is equivalent to a handwritten signature)

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



## **APPOINTMENT LETTER**

January 26, 2022

Dear Priyanka Balivada,

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,

### **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 VI. 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.
- 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](https://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.
- 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.

## **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.
- 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.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**



**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 up to 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.

**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**,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.


I shall be reporting for duty on

**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

  
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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.

### **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: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@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 [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Priyanka Balivada, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name: Priyanka Balivada**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<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>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE – IV



**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

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.

**ANNEXURE – VI****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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is 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 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **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.

##### **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
- b. 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.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **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 joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary 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. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **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 depending on your marital/family status towards the base sum insured premium, 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.



Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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 predefined 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.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 1. Your Life and Accident Cover :

- 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: 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 under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). 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.

## 2. 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.

☒ Accept

☐ Decline

☒ **Signature** Priyanka Balivada 26/1/2022 10:27 AM

(checking the checkbox above is equivalent to a handwritten signature)

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

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**Amendment to Appointment Letter**

**WELCOME TO WIPRO**

June 3, 2022

Dear DHAVALA BALAGANESH,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

**"Appointment Details"** will be replaced with the following:

**"Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. The retirement age is 58 years.
- c. 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.
- d. 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.
- e. 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.
- f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."

**"Notice Period & Termination"** will be replaced with the following:

**"Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. 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."

1. **No Further Modification.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment Letter.



2. **No Waiver.** Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.
3. **Counterparts.** This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.
4. **Precedence.** This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions to this Amendment and the Appointment Letter.

Yours sincerely,  
For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

☒ Accept

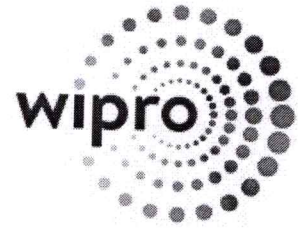
☒ **Signature** DHAVALA BALAGANESH 3/6/2022 1:21 PM  
(checking the checkbox above is equivalent to a handwritten signature)

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  
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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



## APPOINTMENT LETTER

January 26, 2022

Dear Likhitha ..

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,

### **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 VI. 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:

  
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- 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.
- 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](https://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.
- 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.

## 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.
- 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.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.



**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 up to 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.

**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,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**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.

### **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).

### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**



I Likhitha ., confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name:** Likhitha .

**Position:** Project Engineer

**Career Group:** TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<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>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV

**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

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.

**ANNEXURE – VI****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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is 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 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **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.

##### **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
- b. 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.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **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 joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary 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. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

### **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 depending on your marital/family status towards the base sum insured premium, 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.



Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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 predefined 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.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

#### 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: 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 under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). 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.

#### 2. 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.

☒ Accept ☐ Decline

☒ **Signature** Likhitha . 26/1/2022 10:53 AM

(checking the checkbox above is equivalent to a handwritten signature)

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

23076005





### APPOINTMENT LETTER

February 16, 2022

Dear PADMINI PONNADA,

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.

#### **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 VI. 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 handwritten signature in green ink, appearing to be "Sri Venkateswara", is located in the bottom right area of the page.

**PRINCIPAL**

- 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.
- 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](https://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.
- 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.

## **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.
- 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.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**



**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 up to 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.

**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,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**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.

### **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: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@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 [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I PADMINI PONNADA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name: PADMINI PONNADA**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<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>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV



**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

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.

**ANNEXURE – VI****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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is 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 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **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.

##### **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
- b. 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.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **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 joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary 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. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **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 depending on your marital/family status towards the base sum insured premium, 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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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 predefined 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.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: 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 under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). 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.

## 2. 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.

☒ Accept

☐ Decline

☒ Signature PADMINI PONNADA 16/2/2022 9:54 PM

(checking the checkbox above is equivalent to a handwritten signature)

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

22937564

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**BHOGAPURAPU SAIKIRAN**  
(MG00841)

Sub: LETTER OF APPOINTMENT

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs. **17,000.00 ( Rupees Seventeen Thousand Only )** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



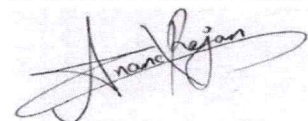
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**POTNURU MURALI**  
(MG00842)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs.17,000.00 ( Rupees Seventeen Thousand Only ) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



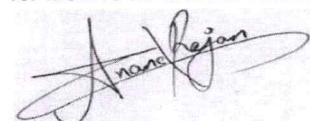
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**RAIVADA CHINNA RAO**  
(MG00843)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs.17,000.00 ( Rupees Seventeen Thousand Only ) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
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4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



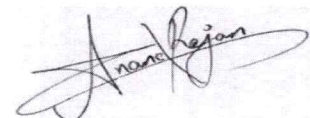
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2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**REDDY POORNAMMA**  
**(MG00844)**

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as **JUNIOR RELATIONSHIP EXECUTIVE** and posted to any Branch/ Offices, depending upon the requirement of the Company.
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5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



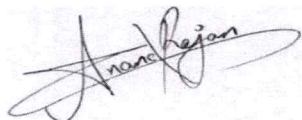
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3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**RISHABH KUMAR**  
(MG00845)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs.17,000.00 ( Rupees Seventeen Thousand Only ) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P).**



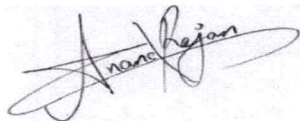
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**SALINTI NAVEEN**  
(MG00846)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period /extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs. **17,000.00 ( Rupees Seventeen Thousand Only )** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



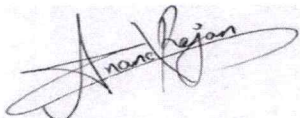
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 10/05/2023 at HYDERABAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT MONEY LIMITED GL SOUTH



HEAD - HUMAN RESOURCE

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**SHIVA PANDA**  
(MG00847)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

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5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



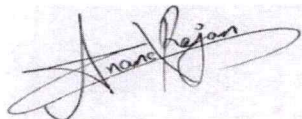
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3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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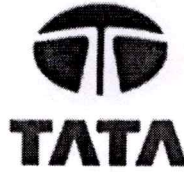
We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222025305/Lucknow**  
**Date: 05/03/2022**

Ms. Suneetha Lammatha  
2-368 Near Venakavaswa Temple Pedha Veedi,  
Pedha Veedi,  
Srikakulam-532201,  
Andhra Pradesh.  
Tel# 91-8919888937

Dear Suneetha Lammatha,

**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/DT20222025305

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

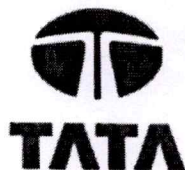
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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)

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





## **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)**

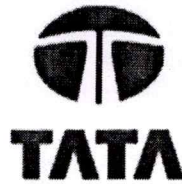
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **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 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 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.

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TCSL/DT20222025305

### **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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)





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**

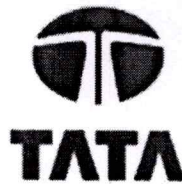
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TCS Confidential  
TCSL/DT20222025305

## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 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

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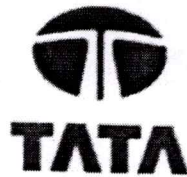
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Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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)





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

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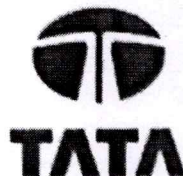
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L. Suresh



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. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### **12. 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

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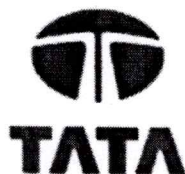
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serve TCSL as per the Notice Period clause mentioned below.

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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. 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.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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L. Saneeltha



### 18. 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.

### 19. 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.

### 20. 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 Sri Lankan 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 :

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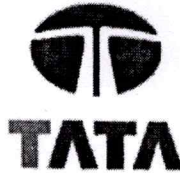
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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- 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

#### **21. 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.

#### **22. 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.

#### **23. 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.

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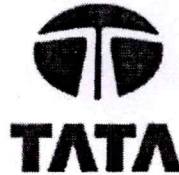
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*L. Suresh*



#### 24. 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.

#### 25. 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.

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L. Suneetha



**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



Click [here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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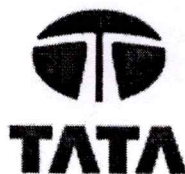
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L. Suneetha



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Suneetha Lammatha</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<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)

Component Category	Monthly	Annual
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>

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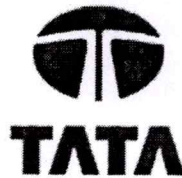
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## Annexure 2

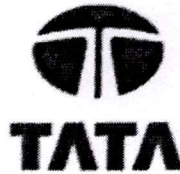
<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy 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	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<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	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<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
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 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,

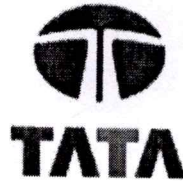
(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, 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.



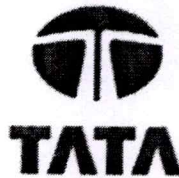


## 2. Associate's Obligations

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 filling 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. Working in SBWS Framework:**

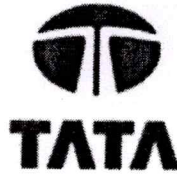
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

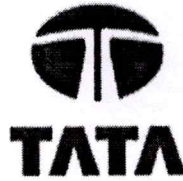
(g) will not allow anybody to share the official asset being used.

#### **8. 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.

#### **9. 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.



#### 10. 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.

#### 11. General

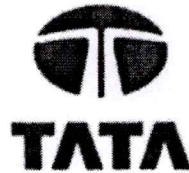
(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(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.

TCS Confidential  
TCSL/DT20222025305

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmai Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

L. Suneetha



### Selection Letter

Date : 14/5/2022

Dear DARRU PRIYANKA

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of Associate and placed in Band 1.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12<sup>th</sup>, UG, PG all Mark sheet & Certificate.

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at Hexaware BPS is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

**Please note that the Letter of Intent is not an Offer Letter.**

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,

Team HR (Hexaware BPS)

Signed and Accepted.

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



### Selection Letter

Date : 14/5/2022

Dear GARA RAMYA

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of **Associate** and placed in **Band 1**.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

**Documents required to collect Offer letter and for Joining. (Please call originals for verification):**

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If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

### Selection Letter

Date : 14/5/2022

Dear SIRIPILLI DURGA BHAVANI

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of **Associate** and placed in **Band 1**.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

1. Passport size Photographs (3 units)
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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



### Selection Letter

Date : 14/5/2022

Dear SIRLA BHAVANIKUMARI

With reference to the interviews you have had with us, we are pleased to Shortlist you in our organization for the position of **Associate** and placed in **Band 1**.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**Selection Letter**

Date : 14/5/2022

Dear SRAVANI SANDHYA GANTYADA

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of Associate and placed in Band 1.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



### Selection Letter

Date : 14/5/2022

Dear AGADALA ANNAPURNA

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of **Associate** and placed in **Band 1**.

**\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.**

**\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.**

You should complete the below certification at the time of joining & proof for the same would be verified.

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1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
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Your appointment at **Hexaware BPS** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

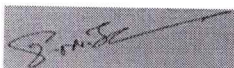
While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

## Selection Letter

Date : 14/5/2022

Dear AMBATI JOHN NIKHIL

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of **Associate** and placed in **Band 1**.

\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.

\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

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2. Proof of Address (Pan card / Aadhar Card/Driving License)
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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



### Selection Letter

Date : 14/5/2022

Dear BALIVADA PRIYANKA

With reference to the interviews you have had with us, we are pleased to Shortlisted you in our organization for the position of **Associate** and placed in **Band 1**.

**\*This is a selection letter at Campus drive; Final round of Interview will be conducted post completion of your academics.**

**\*Once completed Final round of Interview after completing degree, post Final interview selection only will be joining with our organization.**

You should complete the below certification at the time of joining & proof for the same would be verified.

**Documents required to collect Offer letter and for Joining. (Please call originals for verification):**

1. Passport size Photographs (3 units)
2. Proof of Address (Pan card / Aadhar Card/Driving License)
3. For Education Qualification:
  - a. 10<sup>th</sup>, 12<sup>th</sup>, UG, PG all Mark sheet & Certificate.

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A warm welcome to you and wish you the best in your career with Hexaware BPS.

Best wishes,



Team HR (Hexaware BPS)

Signed and Accepted.



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**KATTA VIJAY KRISHNA**  
(MG00835)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you .On successful completion of your probation period /extended probation period, you will be confirmed in the regular services of the Company as **JUNIOR RELATIONSHIP EXECUTIVE** and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of **Rs.17,000.00 ( Rupees Seventeen Thousand Only )** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



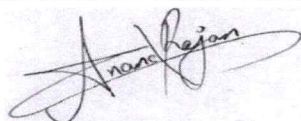
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**LOPINTI GIRIJA SANKAR**  
(MG00836)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of Rs.17,000.00 ( Rupees Seventeen Thousand Only ) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



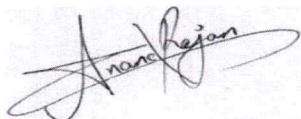
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**KUMMARI JAGADEESH**  
(MG00837)

Sub: LETTER OF APPOINTMENT

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as **JUNIOR RELATIONSHIP EXECUTIVE** and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of **Rs.17,000.00 ( Rupees Seventeen Thousand Only )** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



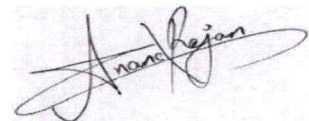
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**GORLE KUMAR**  
(MG00838)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period/extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
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5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
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**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



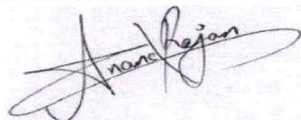
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3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**BEVARA SURESH KUMAR**  
(MG00839)

Sub: LETTER OF APPOINTMENT

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you. On successful completion of your probation period /extended probation period, you will be confirmed in the regular services of the Company as **JUNIOR RELATIONSHIP EXECUTIVE** and posted to any Branch/ Offices, depending upon the requirement of the Company.
2. You will be paid salary of **Rs.17,000.00 ( Rupees Seventeen Thousand Only )** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of Company.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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**PRINCIPAL**

Sri Lakshmi College of Engineering & Technology

Ph: 040-5324100



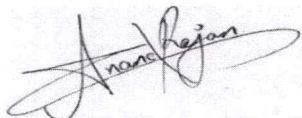
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**

Ref: 022GS-CDR/00220/24

Date:14/04/2022

**DHARMANA DEEPIKANAI DU**  
(MG00840)

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated **15/06/2022**, and subsequent interview you had with us, we are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP EXECUTIVE** with effect from **02/08/2022** on the following terms and conditions:

1. You will be on probation for a period of six month's from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of six month's or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you .On successful completion of your probation period /extended probation period, you will be confirmed in the regular services of the Company as JUNIOR RELATIONSHIP EXECUTIVE and posted to any Branch/ Offices, depending upon the requirement of the Company.
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4. After you are confirmed, your service with the company may be terminated with thirty day's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give thirty day's notice or thirty day's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you thirty day's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business ) within 2 years of date of relief.
8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



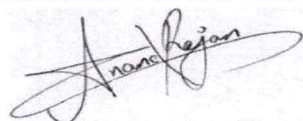
1. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
2. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
3. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
4. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
5. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
6. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
7. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
8. You are required to submit the following documents and certificates in original at the time of your joining duties.
  - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
  - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on **10/05/2023** at **HYDERABAD** after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for **MUTHOOT MONEY LIMITED GL SOUTH**



**HEAD - HUMAN RESOURCE**



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear JENJULURI KALYAN KUMAR,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as **MET** With an annual cost to company of Rs.1,92,000/-. This position reports to Construction Division Head.

We would like you to start work on 28-03-2022. Please report to Head Office for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 25-03-2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of VISHWANADH AVENUES INDIA PRIVATE LIMITED and look forward to working with you.

Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

---

D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear KADAGALA MAHESWARA RAO,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

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Sincerely,

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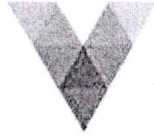
Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **KARAMJEET KUMAR SHARMA,**

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear ALLAKA LOKESH,

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **ALLUPALLI SATYAVATHI**,

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **BHAGYA SWARNA DEEKSHA KILLARI,**

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Sincerely,

Narendra Kumar B

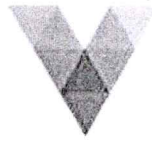
Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532010 (A.P.)



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear **JALLA AJAY KUMAR,**

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

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Sincerely,

Narendra Kumar B

Managing Director

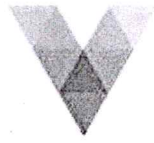
VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear BAGADI RAMAKRISHNA,

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, S. Narayanapuram (V. 100 4 2)



# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear BAMMIDI LAXMANA,

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Sincerely,

Narendra Kumar B

Managing Director

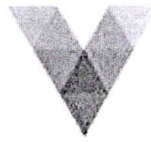
VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear DEVAKIVADA DHARMA TEJA,

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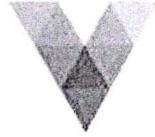
Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directororvaip@gmail.com

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear BONELA VISHNU,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

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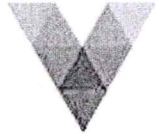
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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear YARADI NIRMALA,

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-522 002



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear CHINTADA SRAVANI,

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Managing Director

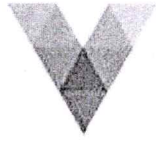
VISHWANADH AVENUES INDIA PRIVATE LIMITED

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PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear RONANKI SAI KUMAR,

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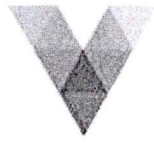
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PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-537410 (A.P.)



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear VAVILAPALLI KIRAN MAHESH,

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PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear BOMMALI BHEEMA RAO,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as GTE With an annual cost to company of Rs. 1,92,000 /-. This position reports to Construction Division Head.

We would like you to start work on 28-03-2022. Please report to Head Office for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 25-03-2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of VISHWANADH AVENUES INDIA PRIVATE LIMITED and look forward to working with you.

Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

---

D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



# Vishawanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear GULIVINDALA RAVEENDRA,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as GTE With an annual cost to company of Rs. 1,92,000 /-. This position reports to Construction Division Head.

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





# Vishwanadh Avenues (India) Pvt. Ltd.

## OFFER LETTER

Date: 07-03-2022

Dear THOGARAPU SURESH,

Congratulations! We are pleased to confirm that you have been selected to work for VISHWANADH AVENUES INDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of internship for Three Months Internship Without any Stipend. Once your internship is successfully complete, you might be offered a role as GTE With an annual cost to company of Rs. 1,92,000 /-. This position reports to Construction Division Head.

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Sincerely,

Narendra Kumar B

Managing Director

VISHWANADH AVENUES INDIA PRIVATE LIMITED

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D.No 45-58-13, Pent House, Chandradaya Towers, Narasimha Nagar, Visakhapatnam – 534 024.  
Ph: 0891 2539939, email: vishwanadhavenues@gmail.com, directorvaip@gmail.com

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



March 10, 2022

**CHENNAI**

**Provisional Offer Letter**

Dear ADAPA RADHA

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

**Joining Date: 12/06/2022**

You are requested to join on 12/06/2022 failing which this offer will be treated invalid.

**Salary:** Your emoluments by way of Annual Cost to the Company is **Rs. 2, 40,000/- per annum (Rupees Two lakh Forty Thousand Only)**, the details of which are given in the annexure of the appointment letter.

**Background Check**

This offer is contingent on the successful completion of a background check.

An appointment letter will be issued subject to your acceptance of this offer and submission of all the documents mentioned in annexure (B) on the joining date.

**In the event that there is any discrepancy in the above mentioned documents and what was stated during the interview, we reserve the right to reconsider your compensation or cancel your candidature.**

Please sign and return a copy of this provisional offer as a token of acceptance. We are very excited about the possibility of you joining us.


Please let us know if we can answer any questions for you about any of the matters outlined in this letter. You can call us at 040-66022302.

**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



I have read and completely understand the clauses, including but not limited to pre-conditions of background checks, laid down in the above provisional offer.

I hereby unconditionally accept this provisional offer.

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear BEVARA BHARATHI

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



I have read and completely understand the clauses, including but not limited to pre-conditions of background checks, laid down in the above provisional offer.

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**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear DUPPALA PRAVEEN KUMAR

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



I have read and completely understand the clauses, including but not limited to pre-conditions of background checks, laid down in the above provisional offer.

I hereby unconditionally accept this provisional offer.

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear PEDADA SAI PRASAD

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



I have read and completely understand the clauses, including but not limited to pre-conditions of background checks, laid down in the above provisional offer.

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**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear KALAGA VENKATESH

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



I have read and completely understand the clauses, including but not limited to pre-conditions of background checks, laid down in the above provisional offer.

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**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

**CHENNAI**

**Provisional Offer Letter**

Dear CHODAVARAPU HARISH

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



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Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear GORLE BALARAM

Congratulations!!!!

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



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**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

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**Provisional Offer Letter**

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director– Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



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I hereby unconditionally accept this provisional offer.

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089



March 10, 2022

CHENNAI

**Provisional Offer Letter**

Dear MUDADLA GOWTAMI

Congratulations!!!!

Further to our discussions, on behalf of Sutherland Healthcare Solutions Private Limited, We are very pleased make a "provisional offer" to you as **PROCESS ASSOCIATE**. You will be aligned to **SHS-Healthcare**.

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**For Sutherland Global Services Private Limited**

**ASWIN**

**Director— Talent Acquisition**

**Acknowledgement:**

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



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Sutherland Global Services Private Limited, Tower 1-B, DLF IT Park, 1/124, Shivaji Gardens, Mount Poonamalle High Rd, opp. Moonlight Bus Stop, Ramapuram, Chennai, Tamil Nadu 600089

# SLNBUILD CON INDIA PRIVATE LIMITED

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/23

Date: 18-05-2022

GURUGUBELLI BHARGAVI,


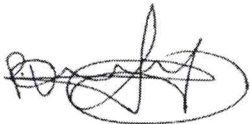
Dear GURUGUBELLI BHARGAVI,

We are pleased to offer you a position in our company as “Graduate Engineer Trainee” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19-July-2022. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
P Vinay Kumar  
SRHR Generalist  
SLNBUILD CON INDIA Private Limited



Authorized Signatory



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# SLNBUILD CON INDIA PRIVATE LIMITED

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/45

Date: 18-05-2022

PAIDI RAM KUMAR,

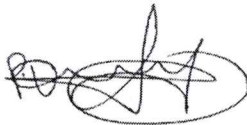
Dear PAIDI RAM KUMAR,

We are pleased to offer you a position in our company as "Graduate Engineer Trainee" based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19-July-2022. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
P Vinay Kumar  
SRHR Generalist  
SLNBUILD CON INDIA Private Limited



Authorized Signatory



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

# **SLNBUILDCONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/67

Date: 18-05-2022

**KUMBIRIKI SANTHOSHI,**

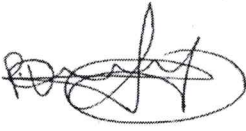
**Dear KUMBIRIKI SANTHOSHI,**

We are pleased to offer you a position in our company as “Graduate Engineer Trainee” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19–**July-2022**. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

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From  
**P Vinay Kumar**  
**SRHR Generalist**  
**SLNBUILDCONINDIA Private Limited**



**Authorized Signatory**



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**



# **SLNBUILDCONINDIAPRIVATELIMITED**

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TELANGANA, INDIA – 500019.

## OfferLetter

Ref: SLN/HRD/21-22/81

Date: 18-05-2022

NIMMAKA PRAMEELA,

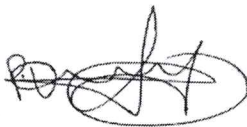
Dear NIMMAKA PRAMEELA,

We are pleased to offer you a position in our company as "Graduate Engineer Trainee" based on your educational qualification.

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P Vinay Kumar  
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Authorized Signatory

  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

# **SLNBUILD CON INDIA PRIVATE LIMITED**

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TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/23

Date: 18-05-2022

**SAMPADA RAO VAMSI VANDANA PRIYA,**

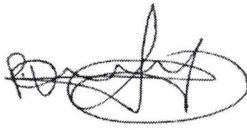
**Dear SAMPADA RAO VAMSI VANDANA PRIYA,**

We are pleased to offer you a position in our company as “Graduate Engineer Trainee” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19–**July-2022**. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
**P Vinay Kumar**  
**SRHR Generalist**  
**SLNBUILD CON INDIA Private Limited**



**Authorized Signatory**



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



**OfferLetter**

Ref: SLN/HRD/21-22/76

Date: 18-05-2022

GONAPA RAHUL CHANDU,


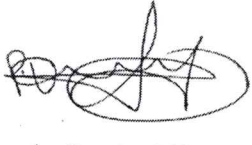
Dear GONAPA RAHUL CHANDU,

We are pleased to offer you a position in our company as "Graduate Engineer Trainee" based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19-July-2022. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
P Vinay Kumar  
SRHR Generalist  
SLNBUILDCONINDIA Private Limited



Authorized Signatory



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

# **SLNBUILDCONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## OfferLetter

Ref: SLN/HRD/21-22/33

Date: 18-05-2022

AMPILLI SANGEETA,

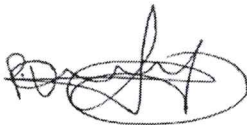
Dear AMPILLI SANGEETA,

We are pleased to offer you a position in our company as “Graduate Engineer Trainee” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19-July-2022. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
P Vinay Kumar  
SRHR Generalist  
SLNBUILDCONINDIA Private Limited



Authorized Signatory



PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# **SLNBUILDCONINDIAPRIVATELIMITED**

H.NO: 7-1/627/MIG, 4<sup>TH</sup> FLOOR, SLNDREAMKEY, NALLAGANDLAHUDA, SERILINGAMPALLY, HYDERABAD,  
TELANGANA, INDIA – 500019.

## Offer Letter

Ref: SLN/HRD/21-22/11

Date: 18-05-2022

**KUNDANGI RAJINI,**

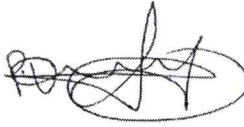
**Dear KUNDANGI RAJINI,**

We are pleased to offer you a position in our company as “Graduate Engineer Trainee” based on your educational qualification.

An appointment letter will be issued to you on your reporting for duty. Please note that this offer letter is valid up to 19–**July-2022**. Your salary will be 192,000.CTC Per Annum. Work Location Will Be in Hyderabad Telangana.

We are looking forward to you joining with our organization.

From  
**P Vinay Kumar**  
SRHR Generalist  
SLNBUILDCONINDIA Private Limited



**Authorized Signatory**



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**

## OFFER LETTER

Date: 5 Feb 2022

Dear Yampalla Vamsi Krishna,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with **e-cap@excelr.com**

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

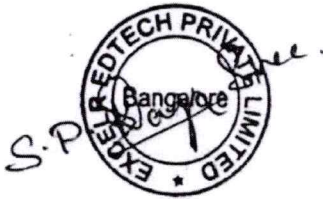
Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

### ExcelR EdTech Private Limited

#### Registered Office

#49, 1<sup>st</sup> Cross, 27<sup>th</sup> Main, 1<sup>st</sup> Stage,  
BTM Layout, Bengaluru, Karnataka - 560068.



+91 96321 56744



enquiry@excelr.com



www.excelr.com

CN:U62099KA2023PTC173077

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
FICHERA, Srikakulam-532410 (A.P)



## OFFER LETTER

Date: 5 Feb 2022

Dear Kaddala Vandana,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with **e-cap@excelr.com**

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

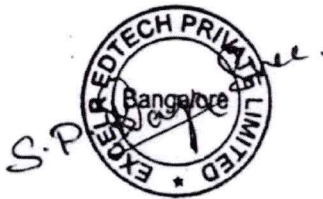
Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

### **ExcelR EdTech Private Limited**

#### **Registered Office**

#49, 1<sup>st</sup> Cross, 27<sup>th</sup> Main, 1<sup>st</sup> Stage,  
BTM Layout, Bengaluru, Karnataka - 560068.

+91 96321 56744    enquiry@excelr.com

www.excelr.com    CIN:U62099KA2023PTC173077

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

## OFFER LETTER

Date: 5 Feb 2022

Dear Kottapalli Vandana Rani,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with **e-cap@excelr.com**

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
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### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

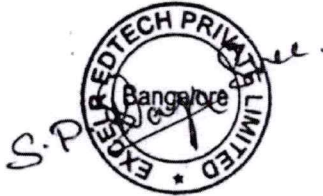
Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

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www.excelr.com

CIN:U62099KA2023PTC173077

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ERLA, Srikakulam-532410 (A.P.)



## OFFER LETTER

Date: 5 Feb 2022

Dear Teemara Harika,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

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- 2 Passport size photo
- Copy of your College ID
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- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

### ExcelR EdTech Private Limited

#### Registered Office

#49, 1<sup>st</sup> Cross, 27<sup>th</sup> Main, 1<sup>st</sup> Stage,  
BTM Layout, Bengaluru, Karnataka - 560068.

+91 96321 56744

enquiry@excelr.com

www.excelr.com

CIN:U62099KA2023PTC173077

**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

## OFFER LETTER

Date: 5 Feb 2022

Dear Teemara Harika,

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- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: PAN India

#### **Job Description**

Job Profile: Full Stack Developer | Front End Developer | Back End Developer

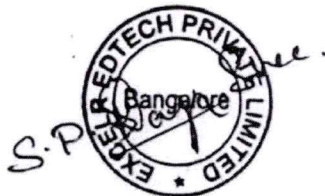
Position: Developer

Location: PAN India

Duration: 5 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 6LPA

Best Regards,

  
S.P.

S. Pratyusha Kavya Sree  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

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BTM Layout, Bengaluru, Karnataka - 560068.

+91 96321 56744 enquiry@excelr.com

www.excelr.com CIN:U62099KA2023PTC173077

PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
El Cherala, Srikakulam-532410 (A.P.)



## OFFER LETTER

Date: 5 Feb 2022

Dear Karanam Kavita,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with [e-cap@excelr.com](mailto:e-cap@excelr.com)

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- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

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#### Registered Office

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

CIN: U62099KA2023PTC173077

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology,  
ETCHERLA, Srikakulam-532410 (A.P)

## OFFER LETTER

Date: 5 Feb 2022

Dear Uriti Divyarani,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with [e-cap@excelr.com](mailto:e-cap@excelr.com)

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

### Following are the details for Job Profile

**Full Stack Developer | Front End | Back End**

Job Location: **PAN India**

#### **Job Description**

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

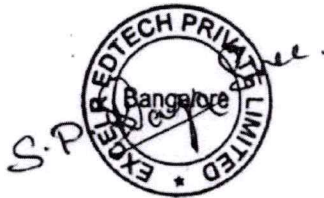
Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package\*: **2.8LPA to 6LPA**

Best Regards,



**S. Pratyusha Kavya Sree**  
HR Manager

\*Note: This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

### ExcelR EdTech Private Limited

#### Registered Office

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BTM Layout, Bengaluru, Karnataka - 560068.



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

CIN:U62099KA2023PTC173077

**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Date: 24/3/2022

AMATICO/OL/027/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. ALLU PHALGUNA RAO,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022. Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee
- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201, Tamil Nadu, India

**Benefits:**

As an employee of Amatico, you will be eligible for ESI, EPF and Bonus.

Your employment is contingent upon the successful completion of a Medical check and Submission of required documents at the time of joining

Please signify your acceptance of this offer by signing and returning a copy of this letter by end of May 2022.

We are excited about the prospect of you joining and contributing to the success of Mitsuba. If you have any questions or require further clarification, please do not hesitate to 95006 01994

We look forward to welcoming you to [Mitsuba India Pvt Ltd].


Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS

  
AUTHORISED SIGNATORY

 9145092000

 amaticobusinesssolutions@gmail.com

 No 09, Third Floor, Akshaya HQ, Old Mahabalipuram Road, Kazhipattur, Thiruporur Taluk, Chendalabattu District, Tamil Nadu 603103



  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)

Date: 24/3/2022

AMATICO/OL/028/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. ANNEPU SARAT BABU,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022. Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee
- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201,  
Tamil Nadu, India

**Benefits:**

As an employee of Amatico, you will be eligible for ESI, EPF and Bonus.

Your employment is contingent upon the successful completion of a Medical check and Submission of required documents at the time of joining


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We look forward to welcoming you to [Mitsuba India Pvt Ltd].

Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS


  
AUTHORISED SIGNATORY

☎ 9145092000

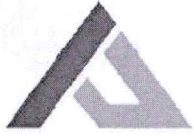
✉ amaticobusinesssolutions@gmail.com

📍 No 09, Third Floor, Akshaya HQ, Old Mahabalipuram Road, Kazhipattur, Thiruporur Taluk,  
Chengalattu District, Tamil Nadu 603103



  
**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ERLA, Srikakulam-532410 (A.P.)





AMATICO

BUSINESS SOLUTIONS

www.amatico.in

ESIC No-51001911300001403

EPFO No-TBTAM2953761000

GSTIN 33LGBPS9752H1ZT

PAN LGBPS9752H

Date: 24/3/2022

AMATICO/OL/027/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. ALLU PHALGUNA RAO,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022.

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Tamil Nadu, India

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We look forward to welcoming you to [Mitsuba India Pvt Ltd].

Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS

AUTHORISED SIGNATORY

9145092000

amaticobusinesssolutions@gmail.com

No 09, Third Floor, Akshaya HQ, Old Mahabalipuram Road, Kazhipattur, Thiruporur Taluk  
Chengalpattu District, Tamil Nadu 603103



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

AMATICO/OL/021/2022-2023

Date: 24/3/2022

**Sub:OFFER LETTER**

Dear Mr./Ms. EASAI BHAGYA LAXMI,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022. Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

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Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS


  
AUTHORISED SIGNATORY

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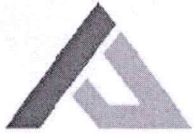
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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)





AMATICO

BUSINESS SOLUTIONS

www.amatico.in

ESIC No-51001911300001403

EPFO No-TBTAM2953761000

GSTIN 33LGBPS9752H1ZT

PAN LGBPS9752H

Date: 24/3/2022

AMATICO/OL/022/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. GUNA TEJASWARI,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022.

Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee
- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201,  
Tamil Nadu, India

**Benefits:**

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We are excited about the prospect of you joining and contributing to the success of Mitsuba. If you have any questions or require further clarification, please do not hesitate to 95006 01994

We look forward to welcoming you to [Mitsuba India Pvt Ltd].

Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS

AUTHORISED SIGNATORY

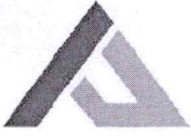
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amaticobusinesssolutions@gmail.com

No 09, Third Floor, Akshaya HQ, Old Mahabalipuram Road, Kazhipattur, Thiruporur Taluk  
Chengalpattu District, Tamil Nadu 603103



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
PITCHERLA, Srikakulam-532410 (A.P.)



AMATICO

BUSINESS SOLUTIONS

www.amatico.in

ESIC No-51001911300001403

EPFO No-TBTAM2953761000

GSTIN 33LGBPS9752H1ZT

PAN LGBPS9752H

Date: 24/3/2022

AMATICO/OL/024/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. KONDALA SRAVANI,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022.

Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee

- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201,  
Tamil Nadu, India

Benefits:

As an employee of Amatico, you will be eligible for ESI, EPF and Bonus.

Your employment is contingent upon the successful completion of a Medical check and Submission of required documents at the time of joining

Please signify your acceptance of this offer by signing and returning a copy of this letter by end of May 2022.

We are excited about the prospect of you joining and contributing to the success of Mitsuba. If you have any questions or require further clarification, please do not hesitate to 95006 01994

We look forward to welcoming you to [Mitsuba India Pvt Ltd].

Thanks & Regards

FOR AMATICO BUSINESS SOLUTIONS

AUTHORISED SIGNATORY

9145092000

amaticobusinesssolutions@gmail.com

No 09, Third Floor, Akshaya HQ, Old Mahabalipuram Road, Kazhipattur, Thiruporur Taluk,  
Chengalattu District, Tamil Nadu 603103



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



AMATICO/OL/023/2022-2023

Date: 24/3/2022

**Sub:OFFER LETTER**

Dear Mr./Ms. KONDAGORRI AMEELA,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022. Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee
- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201,  
Tamil Nadu, India

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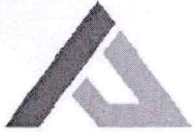
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**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
SRIKAKULAM-532410 (A.P.)



AMATICO  
BUSINESS SOLUTIONS

www.amatico.in

ESIC No-51001911300001403

EPFO No-TBTAM2953761000

GSTIN 33LGBPS9752H1ZT

PAN LGBPS9752H

Date: 24/3/2022

AMATICO/OL/026/2022-2023

**Sub:OFFER LETTER**

Dear Mr./Ms. LOPINTI SANDHYA RANI,  
SRI VENKATESWARA COLLEGE OF ENGINEERING &  
TECHNOLOGY,  
SRIKAKULAM-532410

We are delighted to extend an offer for the position at Mitsuba India Private Limited following your successful performance during our campus interview on 18<sup>th</sup> Feb 2022. Your skills, enthusiasm, and academic achievements have impressed us, and we believe you will make a valuable contribution to our company.

- Role : Off-role trainee
- Location: D-8, SIPCOT Industrial Complex, Gummidipoondi, 601 201,  
Tamil Nadu, India

**Benefits:**

As an employee of Amatico, you will be eligible for ESI, EPF and Bonus.

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Please signify your acceptance of this offer by signing and returning a copy of this letter by end of May 2022.

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Chennai District, Tamil Nadu 603103



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ERLA, Srikakulam-532410 (A.P.)



Date: 11-02-2022

Name: KURAMANA PRASAD

Dear KURAMANA PRASAD

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - s. Machine Skills
  - t. Personality Development and
  - u. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

**\*\*This is a System generated document. Any unauthorized use, disclosures, dissemination, or copying of this document is strictly prohibited and may be unlawful\*\***

**TALENTPRO FOUNDATION**

event: You're On Job training can be terminated without payment of any Stipend in the

- If you are found indulging in gainful employment with any third party and If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
- You agree to defend, indemnify and hold TalentPro Foundation harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this Course Registration Letter or for misconduct or for violation of any law or creation of any legal liability by you.

You shall be entitled to a consolidated stipend an amount of Rs.14500/-.You hereby authorize TalentPro Foundation to make all payments required to be made to you by TalentPro Foundation either by way of Cheque or by directly crediting the amounts to your bank account.

- Your consolidated Stipend would be inclusive of the Employee Compensation Policies as specified herein.

Particulars	Amounts
Salary	14500
Attendance Bonus	2000
Total Amount	16500
Amount In Words(Rs)	Sixteen Thousand Five Hundred only

• If you fail to submit the below listed documents, within 15 working days from the date of you receiving this course registration letter:

1. Copy of your Aadhaar Card
2. Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit
3. Copy of highest educational qualification certificate

If documents furnished by you are found to be false at any point in time.

#### **ENDORSEMENT**

I hereby confirm acceptance of the above Course Registration letter, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognised university or am pursuing a Graduate / Diploma Course from a recognised University (2) On the date of Commencement of the On Job Training I shall be/ am above the age of 16 years and during the subsistence of the On Job Training Period, I shall not exceed the age of 40 years (3) I am mentally and physically fit to undergo the On Job Training as specified in this Course Registration Letter.

**TALENTPRO FOUNDATION**



I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Course Registration Letter. I understand and agree that this Course Registration Letter does not confer employment by TalentPro Foundation or any guarantee of employment.

For TalentPro Foundation

Accepted and Agreed



(Authorized Signatory)

)

Signature and date:

(Authorized Signatory)

**Note:** The acknowledged copy to be dispatched to

below mentioned address:

Talent Pro India HR Pvt. Ltd.  
Corporate office: III Floor, New No : 64 Old No : 30, Ethiraj Salai,  
Egmore Chennai – 600 008, Ph: 91-44-42123501 Fax: 91-44-  
42123499



PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**TALENTPRO FOUNDATION**

Date: 11-02-2022

Name: KURUMENU DEVENDRA PRASAD

Dear KURUMENU DEVENDRA PRASAD

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

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  - w. Personality Development and
  - x. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

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**TALENTPRO FOUNDATION**



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You shall be entitled to a consolidated stipend an amount of Rs.14500/-.You hereby authorize TalentPro Foundation to make all payments required to be made to you by TalentPro Foundation either by way of Cheque or by directly crediting the amounts to your bank account.

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For TalentPro Foundation

Accepted and Agreed



(Authorized Signatory)

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Signature and date:

(Authorized Signatory)

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42123499

  
PRINCIPAL  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**TALENTPRO FOUNDATION**



Date: 11-02-2022

Name: MARRIVALASA KIRAN SAI KUMAR

Dear MARRIVALASA KIRAN SAI KUMAR

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

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  - z. Personality Development and
  - aa. Technical Skills
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- You hereby agree to be liable for the following terms and conditions:

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**TALENTPRO FOUNDATION**

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For TalentPro Foundation

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**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)**

**TALENTPRO FOUNDATION**

Date: 11-02-2022

Name: MOYYI VAMSI

Dear MOYYI VAMSI

**Letter Of Intent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

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**TALENTPRO FOUNDATION**



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**For TalentPro Foundation**

**Accepted and Agreed**



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**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology**  
**ETCHERLA, Srikakulam-532410 (A.P)**

**TALENTPRO FOUNDATION**



Date: 11-02-2022

Name: MUKALA GANESWARA RAO

Dear MUKALA GANESWARA RAO

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA)** KIA MOTORS Penukonda Anantapur (dist) with the following terms and Conditions:

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**TALENTPRO FOUNDATION**

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PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**TALENTPRO FOUNDATION**

Date: 11-02-2022

Name: NOLLU DINESH

Dear NOLLU DINESH

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

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**TALENTPRO FOUNDATION**



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You shall be entitled to a consolidated stipend an amount of Rs.14500/-.You hereby authorize TalentPro Foundation to make all payments required to be made to you by TalentPro Foundation either by way of Cheque or by directly crediting the amounts to your bank account.

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Particulars	Amounts
Salary	14500
Attendance Bonus	2000
Total Amount	16500
Amount In Words(Rs)	Sixteen Thousand Five Hundred only

If you fail to submit the below listed documents, within 15 working days from the date of you receiving this course registration letter:

1. Copy of your Aadhaar Card
2. Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit
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**For TalentPro Foundation**

**Accepted and Agreed**



(Authorized Signatory)

Signature and date:

(Authorized Signatory)

**Note:** The acknowledged copy to be dispatched to

below mentioned address:

Talent Pro India HR Pvt. Ltd.  
Corporate office: III Floor, New No : 64 Old No : 30, Ethiraj Salai,  
Egmore Chennai – 600 008, Ph: 91-44-42123501 Fax: 91-44-  
42123499



**PRINCIPAL**

**Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)**

**TALENTPRO FOUNDATION**



Date: 11-02-2022

Name: GURUGUBELLI THARUNI

Dear GURUGUBELLI THARUNI

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

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- During the course of this training programmer, you would be going through online session on the followings:
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  - oo. Personality Development and
  - pp. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
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PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

TALENTPRO FOUNDATION

Date: 11-02-2022

Name: MALLA UDAY BHASKARA PRAVEEN

Dear MALLA UDAY BHASKARA PRAVEEN

**Letter Of Indent**

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For TalentPro Foundation

Accepted and Agreed



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ETCHERLA, Srikakulam-532410 (A.P)

TALENTPRO FOUNDATION



Date: 11-02-2022

Name: PISINIKI RAJASHEKAR

Dear PISINIKI RAJASHEKAR

**Letter Of Indent**

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Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**TALENTPRO FOUNDATION**



Date: 11-02-2022

Name: PUTHI SIVA

Dear PUTHI SIVA

**Letter Of Indent**

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Date: 11-02-2022

Name: PONNADA KARTHIK

Dear PONNADA KARTHIK

**Letter Of Indent**

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Date: 11-02-2022

Name: GEDELA KUMARA SWAMY

Dear GEDELA KUMARA SWAMY

**Letter Of Indent**

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I hereby confirm acceptance of the above Course Registration letter, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognised university or am pursuing a Graduate / Diploma Course from a recognised University (2) On the date of Commencement of the On Job Training I shall be/ am above the age of 16 years and during the subsistence of the On Job Training Period, I shall not exceed the age of 40 years (3) I am mentally and physically fit to undergo the On Job Training as specified in this Course Registration Letter.

**TALENTPRO FOUNDATION**

I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Course Registration Letter. I understand and agree that this Course Registration Letter does not confer employment by TalentPro Foundation or any guarantee of employment.

For TalentPro Foundation

Accepted and Agreed



(Authorized Signatory)

)

Signature and date:

(Authorized Signatory)

**Note:** The acknowledged copy to be dispatched to

below mentioned address:

Talent Pro India HR Pvt. Ltd.  
Corporate office: III Floor, New No : 64 Old No : 30, Ethiraj Salai,  
Egmore Chennai – 600 008, Ph: 91-44-42123501 Fax: 91-44-  
42123499



**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**TALENTPRO FOUNDATION**



Date: 11-02-2022

Name: GOLIVE SANKARA RAO

Dear GOLIVE SANKARA RAO

**Letter Of Indent**

We are pleased to engage you as Trainee Engineer for **HYUNDAI Mobis India Module PVT LTD (HMIA) KIA MOTORS** Penukonda Anantapur (dist) with the following terms and Conditions:

- The period of training shall be start from date 11-06-2022 and end date 31/06/2022 and the same shall be extended based on performance.
- It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period.
- During the course of this training programmer, you would be going through online session on the followings:
  - d. Machine Skills
  - e. Personality Development and
  - f. Technical Skills
- You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- You shall maintain a record of the details of your On Job Training during your On Job Training period.
- You hereby agree to be liable for the following terms and conditions:

i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.

ii. Neither engages in any conduct which is detrimental to the interest of TalentPro Foundation nor receives any payments of any nature directly or indirectly unless agreed to by TalentPro Foundation Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.

iii. Comply with the safety, health and other rules and regulations of TalentPro Foundation that you have been made aware of.

**\*\*This is a System generated document. Any unauthorized use, disclosures, dissemination, or copying of this document is strictly prohibited and may be unlawful\*\***

**TALENTPRO FOUNDATION**

event: You're On Job training can be terminated without payment of any Stipend in the

- If you are found indulging in gainful employment with any third party and If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
- You agree to defend, indemnify and hold TalentPro Foundation harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this Course Registration Letter or for misconduct or for violation of any law or creation of any legal liability by you.

You shall be entitled to a consolidated stipend an amount of Rs.14500/-.You hereby authorize TalentPro Foundation to make all payments required to be made to you by TalentPro Foundation either by way of Cheque or by directly crediting the amounts to your bank account.

- Your consolidated Stipend would be inclusive of the Employee Compensation Policies as specified herein.

Particulars	Amounts
Salary	14500
Attendance Bonus	2000
Total Amount	16500
Amount In Words(Rs)	Sixteen Thousand Five Hundred only

• If you fail to submit the below listed documents, within 15 working days from the date of you receiving this course registration letter:

1. Copy of your Aadhaar Card
2. Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit
3. Copy of highest educational qualification certificate

If documents furnished by you are found to be false at any point in time.

#### **ENDORSEMENT**

I hereby confirm acceptance of the above Course Registration letter, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognised university or am pursuing a Graduate / Diploma Course from a recognised University (2) On the date of Commencement of the On Job Training I shall be/ am above the age of 16 years and during the subsistence of the On Job Training Period, I shall not exceed the age of 40 years (3) I am mentally and physically fit to undergo the On Job Training as specified in this Course Registration Letter.

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For TalentPro Foundation

Accepted and Agreed



(Authorized Signatory)

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Signature and date:

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42123499



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

TALENTPRO FOUNDATION



## OFFER LETTER

DATE: 16/11/2022

Dear: POLUMURU JYOTSNAI

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **3.00 LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

## OFFER LETTER

DATE: 16/11/2022

Dear: PERLA KIRAN KUMARI

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

You will now be entitled for **3.00 LPA** all other terms and conditions as detailed in your appointment letter remain unchanged

We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**OFFER LETTER**

DATE: 16/11/2022

Dear: PELLURI SWETHAI

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

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We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)



**OFFER LETTER**

DATE: 16/11/2022

Dear: KUPPILI ANU RADHAI

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

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We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
Eluru, S.P. Road - 532410 (A.P.)

**OFFER LETTER**

**DATE: 16/11/2022**

Dear: KSHATRI BHANU VARDHAN SINGHI

We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

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We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

**OFFER LETTER**

**DATE: 16/11/2022**

Dear: KOMAL KISHANI

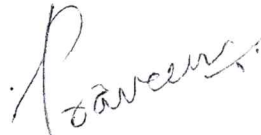
We are pleased to offer you employment at **CAPITAL VIA**. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **CLIENT ACQUISITION**. Your starting date will be **13/12/2022**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

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We look forward to welcoming you as a new employee at **CAPITAL VIA** Sincerely,



PRAVEEN .N

VICE PRESIDENT OPERATIONS



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Date: 24/04/2022

Dear TANGI BHUVAN CHANDRA ,

Sub: Offer letter of SUPPORT ENGINEER

With reference to your examination and subsequent interview, we are pleased to offer you the job for post of software engineer in our company.

The detailed appointment letter will be given to you at the time of joining. You have to join on 27/8/2022 otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.  
Monthly Base Salary of 16k per month.

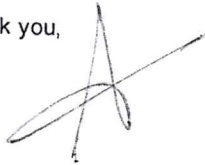
You are requested to bring attested copies along with the original certificates/testimonials at the time of joining along with

- Educational certificates
- Three passport size photographs
- Medical fitness certificate

Please send as an email confirming the receipt of this offer letter as a token of acceptance of terms and conditions mentioned therein.

I would like to take this opportunity to wish you a successful career with us.

Thank you,



Regards,  
amrita Kumari ( BBA, MBA)  
Junior HR Executive,  
KARVY COMPUTER SHARE HYDERABAD

Address: 2nd Floor, Raghava Mansion, Srinagar Colony Main Road, Above Axis Bank, Hyderabad ,Andhra Pradesh-500073  
Phone: 040 6666 0225

  
PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

Date: 24/04/2022

Dear TANKALA VENKATESWARA RAO ,

Sub: Offer letter of SUPPORT ENGINEER

With reference to your examination and subsequent interview, we are pleased to offer you the job for post of software engineer in our company.

The detailed appointment letter will be given to you at the time of joining. You have to join on 27/8/2022 otherwise this offer will stand withdrawn automatically.

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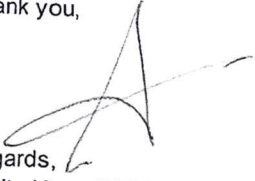
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- Medical fitness certificate

Please send as an email confirming the receipt of this offer letter as a token of acceptance of terms and conditions mentioned therein.

I would like to take this opportunity to wish you a successful career with us.

Thank you,

  
Regards,  
amrita Kumari ( BBA, MBA)  
Junior HR Executive,  
KARVY COMPUTER SHARE HYDERABAD

Address: 2nd Floor, Raghava Mansion, Srinagar Colony Main Road, Above Axis Bank, Hyderabad ,Andhra Pradesh-500073  
Phone:040 6666 0225

  
PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)

Date: 24/04/2022

Dear TANDASA HARIKA ,

Sub: Offer letter of SUPPORT ENGINEER

With reference to your examination and subsequent interview, we are pleased to offer you the job for post of software engineer in our company.

The detailed appointment letter will be given to you at the time of joining. You have to join on 27/8/2022 otherwise this offer will stand withdrawn automatically.

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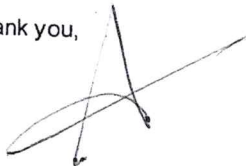
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Thank you,



Regards,  
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Junior HR Executive,  
KARVY COMPUTER SHARE HYDERABAD

Address: 2nd Floor, Raghava Mansion, Srinagar Colony Main Road, Above Axis Bank, Hyderabad ,Andhra Pradesh-500073  
Phone:040 6666 0225



**PRINCIPAL**  
Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



Date: 24/04/2022

Dear SUNKARA VASANTHA KUMARI ,

Sub: Offer letter of SUPPORT ENGINEER

With reference to your examination and subsequent interview, we are pleased to offer you the job for post of software engineer in our company.

The detailed appointment letter will be given to you at the time of joining. You have to join on 27/8/2022 otherwise this offer will stand withdrawn automatically.

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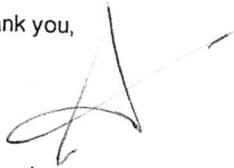
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amrita Kumari ( BBA, MBA)  
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Address: 2nd Floor, Raghava Mansion, Srinagar Colony Main Road, Above Axis Bank, Hyderabad ,Andhra Pradesh-500073  
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**PRINCIPAL**

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P)



# SRI VENKATESWARA COLLEGE OF ENGINEERING & TECHNOLOGY

Accredited by NAAC with 'A' Grade

(Approved by AICTE, New Delhi; Affiliated to JNTUK, Kakinada; G.O.Ms.No. 101, Dt. 09-07-08)

NH-5, ETCHERLA-532410, SRIKAKULAM (Dist.), ANDHRA PRADESH

Web : [www.svcet.info](http://www.svcet.info), Email : [principal\\_svcet@yahoo.com](mailto:principal_svcet@yahoo.com)

A.Y: 2021-22

## HIGHER EDUCATION DETAILS

S.No	Name of the Student who enrolled for Higher Education	Program Graduated from	Year of Graduation	Name of Institution Joined	Name of Program admitted to
1.	K. SAI MANIKANTA PAVAN KUMAR	B.Tech-ECE	2022	Sri Venkateswara College of Engineering and Technology, Etcherla Srikakulam.	M.Tech

IQAC

PRINCIPAL

Sri Venkateswara College of Engineering & Technology  
ETCHERLA, Srikakulam-532410 (A.P.)





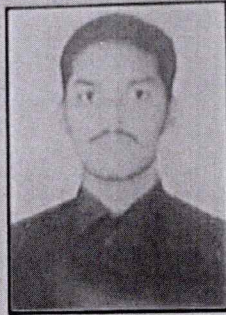
**SRI VENKATESWARA**

COLLEGE OF ENGINEERING & TECHNOLOGY

NH-16, Elcherla, Srikakulam. 532410

Approved by AICTE, Affiliated to JNTU

**STUDENT IDENTITY CARD**



**K SAI MANIKANTA PAVAN KUMAR**

Course	: M TECH.
Department	: ECE
Batch	: 2023-2025
Blood Group	: O+ve
Contact	: 9440520992
Hall Ticket	: 23MT1D7201
Address	: Visakha B Colony Skln

PRIN



23MT1D7201