



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163415180/Hyderabad**  
**Date: 06/02/2019**

Mr. Sai Charan Padegal  
12/314-AKanchigari Street,  
H.R Hospital,  
Adoni-518301,  
Andhra Pradesh.  
Tel# 91-8106011418

Dear Sai Charan Padegal,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

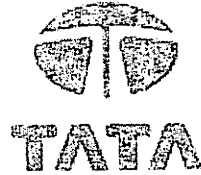
After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163415180**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Head Office: TCS Building, 100, First Floor, Naraina, New Delhi - 110028, India  
TCS Building, 100, First Floor, Naraina, New Delhi - 110028, India  
TCS Building, 100, First Floor, Naraina, New Delhi - 110028, India  
TCS Building, 100, First Floor, Naraina, New Delhi - 110028, India



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL.

TCS Confidential  
TCSL/DT20163415180

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

For complete details on the benefits, please refer to the TCSL Employee Handbook. The handbook is available on the TCSL Intranet. For more information, please contact the HR Department. TCSL is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. TCSL is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

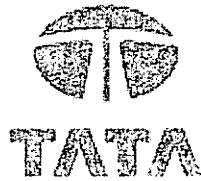
### Gratuity

TCS Confidential  
TCSL/DT20163415180

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

The Tata Consultancy Services Limited is a public limited liability company incorporated in India under the Companies Act, 1956. The registered office of the company is at 100, Park Street, Chennai - 600 005, India. The company is a member of the Tata Group of Companies. The company is engaged in the business of providing information technology services to various clients. The company is a member of the Tata Group of Companies. The company is a member of the Tata Group of Companies.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163415184/Hyderabad**  
**Date: 06/02/2019**

Mr. Sai Nithinkrishna Souram  
87-793 Lectures Colony/Near Nandyal Checkpost,  
Andhra Pradesh,  
Kurnool-518002,  
Andhra Pradesh.  
Tel# 8518-272903

Dear Sai Nithinkrishna Souram,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163415184**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

18th Floor, TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

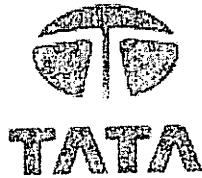
You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

TCS Confidential  
TCSL/DT20163415184

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: TCS Building, 100, Lakeside, Lower Ground Floor, Bandra (W), Mumbai - 400050, India.  
TCS Building, 100, Lakeside, Lower Ground Floor, Bandra (W), Mumbai - 400050, India.  
TCS Building, 100, Lakeside, Lower Ground Floor, Bandra (W), Mumbai - 400050, India.  
TCS Building, 100, Lakeside, Lower Ground Floor, Bandra (W), Mumbai - 400050, India.



Ref: TCSL/DT20163420231/1273894/Bangalore  
Date: 09 August 2019

MS. DIVYAJYOTHI KASHETTI  
70/126/D11 Raja Nagar,  
Kurnool, Kurnool,  
Andhra Pradesh-518003.  
Tel# 917032343495

**Sub: Joining Letter**

Dear Ms. Divyajyothi Kashetti,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **05th September 2019** and your training location is **Bangalore**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services  
Gate 1 No 42,  
Think campus Electronic City phase II, Karnataka,  
Bangalore, Karnataka-560100.  
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sarita Patil  
Phone: 9108067242000  
Email Id: sarita.patil@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.





We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Damodar Padhi**  
**Vice President & Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20174025561/Hyderabad**  
**Date:**

Mr. Siva Gangadharreddy Puduru  
H-No:-84-89Shareen Nagar,  
Last Bus Stop,  
Kurnool-518002,  
Andhra Pradesh.  
Tel# 91-8897026076

Dear Siva Gangadharreddy Puduru,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20174025561**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Group of Companies - 1000 200 2000



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential  
TCSL/DT20174025561

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

TCS Confidential

TCSL/DT20174025561

3

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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

TCS Client Care Centre: 1-800-300-3030



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

TCS Confidential  
TCSL/DT20174025561

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCSL is a member of the Tata Group of Companies.





You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

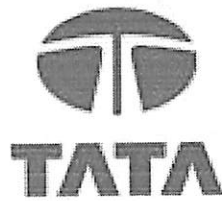
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

### 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

### 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**  
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCSL Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Siva Gangadharreddy Puduru
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

TCS Confidential

TCSL/DT20174025561

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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

TCS Group Confidential: 1000 200 2111 Email: [hr@tcs.com](mailto:hr@tcs.com)



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



## APPOINTMENT LETTER

May 13, 2019

Dear B Vijay,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

Page 1

8307983

## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1946PLC020800

Page 2

8307983



- 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:
- 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.
  - 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.
  - 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.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC020800

Page 3

8307983

## 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.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC020800





d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only)** in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 025  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
© : L32102KA1946RLC020800

Page 5

8307983



**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,



**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_/\_\_/\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Place: \_\_\_\_\_

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1948PLC020800



**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
© : LS2102KA1845PLC020800

Page 7

8307983

## 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).

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1949PLC020800

Page 8

8307983



**ANNEXURE II**

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

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date:   /  /  

Signature.....

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : B Vijay**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>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.

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA194EPLC020800**



Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1845PLC020800**

Page 11

8307983



**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

**Registered Office:**  
Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1945PLC020800**





## ANNEXURE – V

### Variable Pay - A BRIEF OVERVIEW

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

#### **Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 036  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1946PLC020800

## 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.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1945PLC020800



## 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : Info@wipro.com  
W : wipro.com  
C : L32102KA1949PLC020800

Page 15

8307983

**SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*****Medical**

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



**Gratuity Benefit: Up to Rs. 20,00,000**

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

**Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

**Registered Office:**

**Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India**

**T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800**



## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident of work you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

Page 18

8307983



## APPOINTMENT LETTER

May 7, 2019

Dear Talari Bharath,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Registered Office:

Wipro Limited  
Doddakannali  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : Info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC620800

Page 1

8396790



## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : [info@wipro.com](mailto:info@wipro.com)

W : [wipro.com](http://wipro.com)

C : L32102KA1945PLC020800

Page 2

8396790



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.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800

Page 3

8396790

## 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.

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay** to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1948PLC020800

Page 5

8396790

**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,



**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Place: \_\_\_\_\_

**Registered Office:**  
Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800



**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**   /  /  

**Signature:**.....

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1949PLC020800

## 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).

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1945PLC026800





**ANNEXURE II**

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

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date:   /  /  

Signature.....

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1846RLC020860**

**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : Talari Bharath**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>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.

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1945PLC020800**

Page 10

8396790



Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA184BPLC020800

Page 11

8396790

**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

**Registered Office:**  
Wipro Limited      T : +91 (80) 2844 0011  
Doddakannali      F : +91 (80) 2844 0054  
Sarjapur Road      E : info@wipro.com  
Bengaluru 560 035      W : wipro.com  
India                      C : L32102KA1945PLC020800



**ANNEXURE – V**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846RLC020800

Page 13

8396790

## 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.

#### Registered Office:

Wipro Limited  
Doddakannalli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800



#### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945RLC020800

Page 15

8396790



**SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\***

## Medical

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PELC020800

**Fwd: Letter of Intent - Boyalakuntla Sarath Chandra - Ref. No.: 8390717**

1 message

sankara prasad <ssp715@gmail.com>  
To: JAGADEESH K <jagadeesheee@gpcet.ac.in>

Thu, Dec 12, 2019 at 4:30 PM

Regards  
S.Sankara Prasad  
Dept. of EEE  
Assistant Professor  
T & P Coordinator  
GPCET  
Kurnool

----- Forwarded message -----

From: **Sarath Chandra** <ramusarma239@gmail.com>  
Date: Tue, Dec 10, 2019 at 12:39 PM  
Subject: Re: Letter of Intent - Boyalakuntla Sarath Chandra - Ref. No.: 8390717  
To: <Ssp715@gmail.com>

On Thu, Apr 4, 2019, 10:31 PM <careers@wipro.com> wrote:

**Campus - Letter Of Intent**

04-Apr-2019

Dear Boyalakuntla Sarath Chandra ,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan(WBP)	5,254
<b>Total Fixed Cash</b>	<b>25,088</b>
PF (Employer Contribution)	1,400
Gratuity	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>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

21-Aug-2019

Dear Mulla Hussainbe,  
B.Tech/B.E., Electronics and Electrical Engineering  
G Pullaiah College of Engineering and Technology



Candidate ID – 13397484

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

## Annexure A

Name: Mulla Hussainbe

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
<b>Annual Gross Compensation</b>			<b>297,000</b>
Incentive Indication (per annum)**			20,000
<b>Annual Total Compensation</b>			<b>317,000</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
<b>Annual Total Remuneration</b>			<b>338,005</b>

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

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details

27-Apr-2019

Dear Manoj Rachamsetty,  
B.Tech/B.E., Electronics and Electrical Engineering  
G Pullaiah College of Engineering and Technology

Candidate ID – 13061541

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

## Annexure A

Name: Manoj Rachamsetty

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
<b>Annual Gross Compensation</b>			<b>297,000</b>
Incentive Indication (per annum)**			20,000
<b>Annual Total Compensation</b>			<b>317,000</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
<b>Annual Total Remuneration</b>			<b>338,005</b>

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

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

R'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thorapakkam, Chennai - 600 097



# Cognizant

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

21-03-2019

To  
G JAHAVI  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear G JAHAVI

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
S RAGHAVENDRA REDDY  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear S RAGHAVENDRA REDDY

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
G NAVEEN KUMAR REDDY  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear G NAVEEN KUMAR REDDY

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
J M ANJALI  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear J M ANJALI

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
V JAMEEMA DEEVENA  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear V JAMEEMA DEEVENA

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team



Date: 16<sup>th</sup> September, 2019

**TO WHOMSOEVER IT MAY CONCERN**

Mahindra First Choice Wheels Limited (MFCWL), Bangalore has agreed to provide an internship for Ms. Etyala Akhila for a period of two months starting from 16<sup>th</sup> September, 2019 to 16<sup>th</sup> November, 2019.

The objective of the internship is to supplement the intern's general knowledge that has been gained through academic course work with a practical work experience. The internship objective will be achieved by the intern's performing the project:

**"Android"**

A sum of Rs. 15000/- (rupees fifteen thousand only) per month (all inclusive) will be paid to you as stipend.

We hope that your association with this project will be of mutual benefit and satisfaction for both you and Mahindra First Choice Wheels Ltd.

Upon completion of the internship the student will submit a paper to the university summarizing his duties during the internship and how the knowledge they gained can be applied to their future career.

Mr. Supriyo Bose  
**Internship Supervisor's Name**

Head - Engineering, Infrastructure & QA  
**Supervisor's Job Title**

BOSE.SUPRIYO@mahindra.com  
**Internship Supervisor's Email**

9916027187  
**Supervisor's Phone Number**

For Mahindra First Choice Wheels Ltd.

SANJAY  
KUMAR JHA

Digitally signed by  
SANJAY KUMAR JHA  
Date: 2019.09.16  
11:57:59 +05'30'

SANJAY JHA,  
Chief Human Resources Officer (CHRO)

**Mahindra First Choice Wheels Limited**

Corporate Office: 602, 6th Floor, B Tower, Embassy 247, LBS Road, Vikhroli - West, Mumbai - 400083

Registered office: Gateway Building, Apollo Bunder, Mumbai - 400001.

Tel.: 022-62749400 | www.mahindrafirstchoice.com. | CIN No. : U64200MH1994PLC083996



PROCEEDINGS OF THE DISTRICT COLLECTOR(PW) KURNOOL.  
PRESENT: SRI. G.VEERAPANDIAN I.A.S

Rec. No. 1048/Pts.A8/2019.

2019.11.17

Sub:- Public servants – Panchayat Raj Institutions – Recruitment for Panchayat Secretaries Grade VI (Digital Assistant) – Provisionally selected through District Selection Committee Kurnool – allotted to District Panchayat Officer Kurnool – Modified / fresh place postings Orders – Issued.

- Ref:-
- 1) G.O.Ms.No.110, PR & RD Dept (MDL-1), dt.19.07.2019.
  - 2) Recruitment NOTIFICATION NO.01/2019, dt. 26.07.2019 for the post of Panchayat Secretary Grade VI.
  - 3) Appointment orders A9/320/2019/DSC-2019 of the District Collector & Magistrate, Kurnool issued from time to time
  - 4) Progs Rc No.1048/Pts/A8/19 Dt: 09.10.2019 of the District Collector(PW)
  - 5) Option of the individual dt.17.11.2019.

\*\*\*\*\*

ORDER:-

Where as to fill up all the vacancies notified under Pachayat Secretaries Grade VI ( Digital Assistant) posts, as per the orders of the District Collector and Chairman DSC, selection process is taken up. In further rounds, accordingly in addition to candidates already selected, certain new in candidates were selected as Panchayat Secretary Grade-VI.

And where as MOTTE MOUNIKA who is provisionally selected for the post of Panchayat Secretary Grad- VI in first round/ subsequent rounds is here by appointed as Panchayat Secretary Grade – VI vide progs 3<sup>rd</sup> read above of the District Collector & Magistrate, Kurnool

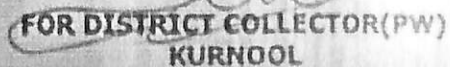
And where as the above selection and appointment will be governed by A.P. State and Subordinate service rules and/ or special rules as applicable and as amended from time to time in respect of the post. The post will be on probation for a period of two years from the date of joining, during the period of probation consolidated pay of Rs.15,000/- P.M will be paid. After successful completion of probation you will be placed in the Pay Scale of Rs.14600-Rs.44870 in RPS 2015.

And where as, the District Collector ( PW) has decided to issue place postings to all the candidates according to their ranks duly conducting fresh counseling, since some more new candidates are appointed as Panchayat Secretaries Grade – VI.

Accordingly fresh counseling is conducted on 17.11.2019 and as per the option exercised by the individual, the above individual is hereby posted as Panchayat Secretary Gr-VI to DEVANAKONDA - 1 Panchayat DEVANAKONDA Mandal of Kurnool District.

The individual is directed to report for duty as Panchayat Secretary Grade -VI before the Mandal Parishad Development Officer DEVANAKONDA duly producing the physical fitness certificate and one Xerox set of attested copies of all relevant certificates.

The Mandal Parishad Development Officer DEVANAKONDA is requested to admit the above individual for duty as and when he/she reports for duty after verifying all relevant certificates pertaining to his/ her category, caste and education and compliance.

  
FOR DISTRICT COLLECTOR(PW)  
KURNOOL

To

Sr/Smt MOTTE MOUNIKA

- Copy to the Mandal Parishad Development Officer concerned.
- Copy to the Divisional Panchayat Officer concerned.
- Copy to the STO/ATO sub-treasury concerned for information.
- Copy to the Extension Officer (PR&RD) concerned
- Copy to the District Panchayat Officer Kurnool.
- Copy to the Chief Executive Officer, ZPP, Kurnool
- Copy submitted to the District Collector Kurnool for favor of information.
- Copy submitted to the Commissioner PR&RD AP Vijayawada





Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
GANDLA ASHOK KUMAR  
S/O G SIVA RAMUDU,  
H.NO: 1-102-2,  
PEDDAPADU,  
KALLUR, KURNOOL,  
ANDHRA PRADESH-518002.

Dear GANDLA ASHOK KUMAR,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday, 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



**Bettering your Expectations**

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



Bettering your Expectations

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

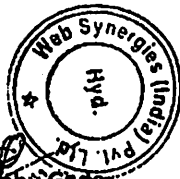
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

*Best Regards,*

For Web Synergies (India) Pvt. Ltd.

  
-Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter \*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by GANDLA ASHOK KUMAR . I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 3<sup>rd</sup> June 2019 Signature & Date:

G. Ashok Kumar  
21/07/2019.



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
P BHARATH  
S/O P SREE RAMULU,  
HOUSE NO: 2/189,  
BASHA STREET,  
NEAR I TOWN, KURNOOL,  
ANDHRA PRADESH 518002.

Dear P BHARATH,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- 1. Your Job Title/Designation:**  
Trainee - Analyst Programmer
- 2. Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- (Two Lakhs Twenty Thousand Eight Rupees only per annum). This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- 3. Mode of Working:**  
Full Time.
- 4. Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- 5. Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- 6. Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- 7. Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- 8. Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



## Web Synergies (India) Pvt. Ltd.

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

Bettering your Expectations

### 9. Job Responsibilities:

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

### 10. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

### 11. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

### 12. Probationary Period:

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

### 13. Notice Period:

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.

**Bettering your Expectations****14. Passport:**

It would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

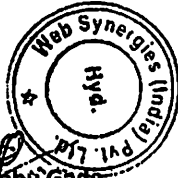
Bettering your Expectations

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by P BHARATH. I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

P. Bharath  
21/01/2019.





Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**MUGGU BHUVANESWARI**  
D/O M SUNKANNA,  
BIJINAVEMULA (V),  
NANDIKOTKUR (MDL),  
KURNOOL (DIST),  
ANDHRA PRADESH-518002

Dear **MUGGU BHUVANESWARI**,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



Bettering your Expectations

**9. Job Responsibilities:**

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

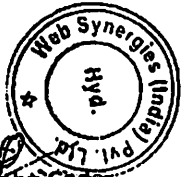
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by MUGGU BHUVANESWARI . I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

M. Bhuvaneshwari  
21/01/2019



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
DOODEKULA CHINNA MABUNNI  
D/O D JAMAL BASHA,  
HOUSE NO: 16-29,  
HOUSING BOARD COLONY, NANDIKOTKUR,  
KURNOOL,  
ANDHRA PRADESH-518002

Dear DOODEKULA CHINNA MABUNNI,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday, 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



Bettering your Expectations

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



Bettering your Expectations

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	<b>For Experienced Candidates –</b> <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
 First floor, B Block, 8-2-120/113/1/1F  
 Sanali Info Park, Road No. 2, Banjara Hills  
 Hyderabad- 500 034  
 Telangana, India.

Bettering your Expectations

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
 Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by D CHINNA MABUNNI : I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

D. Chinna Mabunni  
 21/01/2019





Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**TURKAPALI SIRISHA**  
D/O T.BHARATH RAMU,  
H.NO.2/356/12/1,  
SESHA REDDY NAGAR, BETHAMCHERLA,  
KURNOOL,  
ANDHRA PRADESH-518002

Dear **TURKAPALI SIRISHA**,

Greetings!!! We would like to welcome you to the **Web Synergies** family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG.**
- Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019.**
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.

**Bettering your Expectations**

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

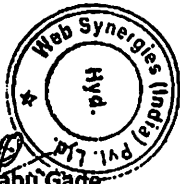
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head - TAG

\*\*\*\*\*End of Offer Letter \*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by TURKAPALI SIRISHA: I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

T. Sirisha  
21/01/2019



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Lettc.:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**JEREDDY LAKSHMIKANTH REDDY**  
S/O JEREDDY RAMACHANDRA REDDY,  
H.NO.2/28, MUDDAVARAM (V),  
BETHAMCHERLA (MDL),  
KURNOOL,  
ANDHRA PRADESH-518002.

Dear **JEREDDY LAKSHMIKANTH REDDY**,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

1. **Your Job Title/Designation:**  
Trainee - Analyst Programmer
2. **Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
3. **Mode of Working:**  
Full Time.
4. **Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
5. **Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
6. **Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG.**
7. **Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019.**
8. **Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



**Web Synergies (India) Pvt. Ltd.**

First floor, B Block. 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

Setting your Expectations

**9. Job Responsibilities:**

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4




**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.


*We look forward to your joining the company and become a productive member*

Best Regards,  
For Web Synergies (India) Pvt. Ltd.

  
Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by J LAKSHMIKANTHI : I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

  
21/02/2019.





Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**DUDEKULA MAHABOOB BASHA**  
S/O D.MAHAMMAD ISMAIL,  
H.NO.20/13, KONDA PETA,  
DHONE,  
KURNOOL,  
ANDHRA PRADESH-518002.

Dear DUDEKULA MAHABOOB BASHA,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

1. **Your Job Title/Designation:**  
Trainee - Analyst Programmer
2. **Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
3. **Mode of Working:**  
Full Time.
4. **Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
5. **Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
6. **Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
7. **Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
8. **Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



## Web Synergies (India) Pvt. Ltd.

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

ing your Expectations

### Job Responsibilities:

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

### 10. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

### 11. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

### 12. Probationary Period:

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

### 13. Notice Period:

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Web Synergies (India) Pvt. Ltd.**

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Meeting your Expectations**

**14. Passport:**

It would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right to terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4




**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

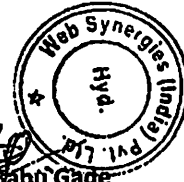
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

*Best Regards,  
For Web Synergies (India) Pvt. Ltd.*

  
Surendra Babu Gade  
Head - TAG



\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by D MAHABOOB BASHA: I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

*D. Mahabob Basha*  
*21/01/2019*

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear KOWLUR. ANWESH REDDY

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019.

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI**

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear TUNGA VISHNUPRIYANKA REDDY

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI**

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BATHINA SANJAY KUMAR

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July - 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms  
Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.  
**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17  
Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear ESWARI BANDA

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**



# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd<sup>ts</sup> - Telangana.

**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BARIKI PRASANTH KUMAR

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear OWK NAVEEN

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019.

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BENDAKAYALA SHAHANAZ

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear SHAIK SHAHIL

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms  
Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.  
Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17  
Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear TALARI BALACHANDRA

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear CHAKALI HUSSAIN

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019.

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Ms. SANJAMALA PAVANI

**SUB: APPOINTMENT LETTER**

Dear Ms. SANJAMALA PAVANI

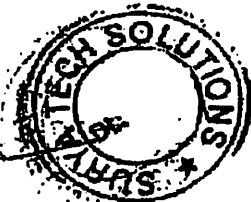
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. ARJIGARI PAWAN KALYAN

**SUB: APPOINTMENT LETTER**

Dear Mr. ARJIGARI PAWAN KALYAN

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/4/19  
N.Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Ms. SHAIK SHAHEN SHA VALI

**SUB: APPOINTMENT LETTER**

Dear Ms. SHAIK SHAHEN SHA VALI

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. K P HARI SAI VARDHAN REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr. K P HARI SAI VARDHAN REDDY

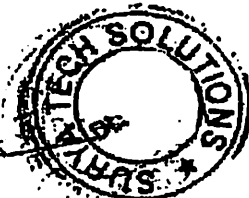
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of 26<sup>th</sup> FEB 2018.

You will be paid a consolidated Salary of Rs.8000-10000/- +TA per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an Engineer and you will be paid a consolidated salary of Rs. 15000-20000/-+TA per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. KOMMIREDDY SIVA KUMAR REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr. KOMMIREDDY SIVA KUMAR REDDY

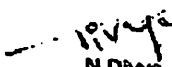
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

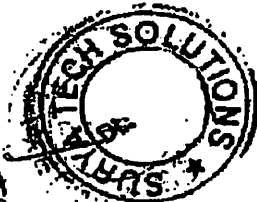
You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. BANAGANI VANNURAPPA

**SUB: APPOINTMENT LETTER**

Dear Mr. BANAGANI VANNURAPPA

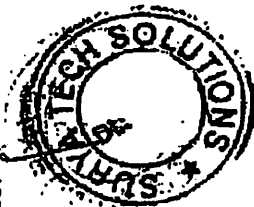
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
19/4  
N.D.Mya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. SHAIK MOHAMMED AFEEF

**SUB: APPOINTMENT LETTER**

Dear Mr.SHAIK MOHAMMED AFEEF

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. GORRELA MOULI

**SUB: APPOINTMENT LETTER**

Dear Mr. GORRELA MOULI

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/02/19  
N.DIvya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. GUDDETI KIRAN KUMAR REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr.GUDDETI KIRAN KUMAR REDDY


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
19/4  
N.D.Wya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavanl plaza apts, Opp. Busstop,Ecll 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailld: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. CHITRALA SURENDRABABU

**SUB: APPOINTMENT LETTER**

Dear Mr. CHITRALA SURENDRABABU

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of 26<sup>th</sup> FEB 2018.

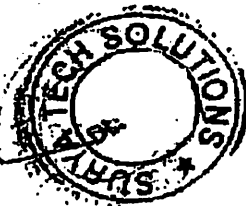
You will be paid a consolidated Salary of Rs.8000-10000/- +TA per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of Rs. 15000-20000/-+TA per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. MALA GAYTHRI

**SUB: APPOINTMENT LETTER**

Dear Mr. MALA GAYTHRI

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/2/19  
N.Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecll 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref:STS/OFR

Mr. M GOVINDA REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr.M GOVINDA REDDY

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Diva  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: NALLABOTULA MADHU KRISHNA

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ABC FOR JAVA AND TESTING

PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

NALLABOTULA MADHU KRISHNA NAME  
USN \_\_\_\_\_ Date \_\_\_\_\_

N. Madhu Krishna  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040

Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: NAKKI MADHU

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ROOMAN ABC  
*[Signature]*  
PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

NAKKI MADHU NAME  
USN Date

*N. MADHU*  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: GADDAM PRASHANTHI REDDY

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzla Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ABC FOR JAVA AND TESTING

PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

GADDAM PRASHANTHI REDDY NAME  
USN Date

G. Prashanthi Reddy  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: R.K. Sai Swetha

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ADD FOR JAVA AND TESTING

*Ashish K. S.*  
PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

B.K. Sai Swetha

NAME

USN

Date

*B.K. Sai Swetha*  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010

randstad

Date: 16-03-2019

Dear Mr. / Ms. : Surupa Reddy Aliveli

Address : Grandhi Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulkaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,  
HITECH City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

**Acknowledgement**

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

S.R. Aliveli  
Name & Signature of Applicant  
surupareddy Aliveli

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, HITECH City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

# randstad

Date: 16-03-2019

Dear Mr. / Ms. : Nadpaninti Ganesh

Address : Budhanwara Peta  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulbati College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

N. GANESH

Name & Signature of Applicant

(N. GANESH)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur, Hyderabad, Telangana 500081



randstad

Date: 16-03-2019

Dear Mr. / Ms. : Bajarla Hussain Basha  
Address : Venkata Ramana colony  
kurnool

With reference to your application and the subsequent interview/test, which you had at:

Gr. pullaiah collage of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.


Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

**Acknowledgement**

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of HR

  
Name & Signature of Applicant  
(B. Hussain Basha)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Vadde palli sirisha  
Address : Shareen Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulbati College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of HR

V. Sirisha  
Name & Signature of Applicant  
V. Sirisha

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur, Hyderabad, Telangana 500081

# randstad

Date: 16-03-2019

Dear Mr. / Ms. : Vadde Manohar

Address : Ganesh Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.



Authorized Name & Signature of HR

V. Manohar  
Name & Signature of Applicant  
(V. Manohar).

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Uppari Mahesh  
Address : old Busted  
kurnool

With reference to your application and the subsequent interview/test, which you had at:

Gr. Pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

U. Mahesh  
Name & Signature of Applicant  
U. Mahesh

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Kurva Siva Kumar  
Address : Dhanalakshmi Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

Name & Signature of Applicant

(K. SIVAKUMAR)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Ragipindi Sravani  
Address : Santosh Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. pullaiah college of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

R. Sravani  
Name & Signature of Applicant  
R. Sravani

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081



Date: 30/03/2019

**OFFER LETTER**

Dear GANJIKUNTA SUBBA REDDY,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer, and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**

---

Quest Valley Consulting  
2-B | Varun Towers-1 | 3<sup>rd</sup> floor Begumpet, Hyderabad 500084, T.S, India.



Date: 30/03/2019

**OFFER LETTER**

Dear EDIGA RAJESH,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

Rohit Pothukuchi

**Founder & Chief Executive Officer**





Date: 30/03/2019

**OFFER LETTER**

Dear KURUVA SARASWATHI,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**



Date: 30/03/2019

**OFFER LETTER**

Dear PINJARI MURTHUJAVALI,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer, and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**



Date: 30/03/2019

**OFFER LETTER**

Dear BOGGULA NAGARJUNA,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163415180/Hyderabad**  
**Date: 06/02/2019**

Mr. Sai Charan Padegal  
12/314-AKanchigari Street,  
H.R Hospital,  
Adoni-518301,  
Andhra Pradesh.  
Tel# 91-8106011418

Dear Sai Charan Padegal,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

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

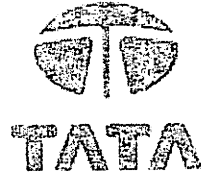
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163415180**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

The company and its services are provided on an "as is" basis. The company does not warrant the accuracy, completeness, or reliability of the information provided. The company is not responsible for any damages or losses arising from the use of its services. The company reserves the right to modify or discontinue its services without notice.



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

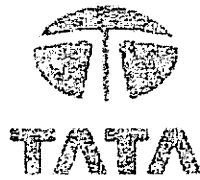
ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL.

**TCS Confidential**  
**TCSL/DT20163415180**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

For a complete list of services, please refer to the TCSL Employee Handbook. The TCSL Employee Handbook is available on the TCSL Intranet. For more information, please contact your HR representative.



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

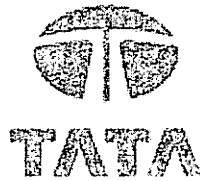
### Gratuity

TCS Confidential  
TCSL/DT20163415180

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

The Tata Consultancy Services Limited is a public limited liability company registered in India. The company is a member of the Tata Group of companies. The company is engaged in the business of providing information technology services to its clients. The company is a member of the Tata Group of companies. The company is engaged in the business of providing information technology services to its clients.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20163415184/Hyderabad**  
**Date: 06/02/2019**

Mr. Sai Nithinkrishna Souram  
87-793 Lectures Colony/Near Nandyal Checkpost,  
Andhra Pradesh,  
Kurnool-518002,  
Andhra Pradesh.  
Tel# 8518-272903

Dear Sai Nithinkrishna Souram,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163415184**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

18th Floor, TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India  
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India





## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

TCS Confidential  
TCSL/DT20163415184

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: TCS Building, 100, Cross Street, 10th Floor, Marina Link, Chennai - 600 002, India.  
TCS Building, 100, Cross Street, 10th Floor, Marina Link, Chennai - 600 002, India.  
TCS Building, 100, Cross Street, 10th Floor, Marina Link, Chennai - 600 002, India.  
TCS Building, 100, Cross Street, 10th Floor, Marina Link, Chennai - 600 002, India.



Ref: TCSL/DT20163420231/1273894/Bangalore  
Date: 09 August 2019

MS. DIVYAJYOTHI KASHETTI  
70/126/D11 Raja Nagar,  
Kurnool, Kurnool,  
Andhra Pradesh-518003.  
Tel# 917032343495

**Sub: Joining Letter**

Dear Ms. Divyajyothi Kashetti,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **05th September 2019** and your training location is **Bangalore**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services  
Gate 1 No 42,  
Think campus Electronic City phase II, Karnataka,  
Bangalore, Karnataka-560100.  
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sarita Patil  
Phone: 9108067242000  
Email Id: sarita.patil@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)



## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

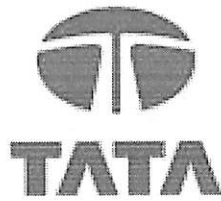
The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Damodar Padhi**  
**Vice President & Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20174025561/Hyderabad**  
**Date:**

Mr. Siva Gangadharreddy Puduru  
H-No:-84-89Shareen Nagar,  
Last Bus Stop,  
Kurnool-518002,  
Andhra Pradesh.  
Tel# 91-8897026076

Dear Siva Gangadharreddy Puduru,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20174025561**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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

TCS Client Care Centre: 1800 200 3333 (Toll Free)



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential  
TCSL/DT20174025561

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

TCS Confidential

TCSL/DT20174025561

3

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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

TCS Client Care Centre: 1-800-300-3030



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

TCS Confidential  
TCSL/DT20174025561

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCSL is a member of the Tata Group of Companies.



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a

TCS Confidential  
TCSL/DT20174025561

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

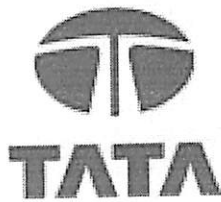
Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.





**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**  
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCSL Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Siva Gangadharreddy Puduru
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

TCS Confidential

TCSL/DT20174025561

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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

TCS Group Confidential: 1000 200 2111 Email: [hr@tcs.com](mailto:hr@tcs.com)



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.





## APPOINTMENT LETTER

May 13, 2019

Dear B Vijay,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

Page 1

8307983

## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1946PLC020800

Page 2

8307983



- 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:
- 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.
  - 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.
  - 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.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC020800

Page 3

8307983

## 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.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC020800



d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only)** in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 025  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
© : L32102KA1946RLC020800

Page 5

8307983

**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,



**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_/\_\_/\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Place: \_\_\_\_\_

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1948PLC020800



**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
© : LS2102KA1845PLC020800

Page 7

8307983

## 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).

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1949PLC020800

Page 8

8307983





**ANNEXURE II**

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

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date:   /  /  

Signature.....

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : B Vijay**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>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.

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA194EPLC020800**



Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1845PLC020800**

Page 11

8307983



**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

**Registered Office:**  
Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1945PLC020800**



## ANNEXURE – V

### Variable Pay - A BRIEF OVERVIEW

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

#### **Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 036  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1946PLC020800

## 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.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1945PLC020800



## 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : Info@wipro.com  
W : wipro.com  
C : L32102KA1949PLC020800

Page 15

8307983

**SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*****Medical**

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800





**Gratuity Benefit: Up to Rs. 20,00,000**

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

**Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

**Registered Office:**

**Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India**

**T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800**



## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

Page 18

8307983



## APPOINTMENT LETTER

May 7, 2019

Dear Talari Bharath,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Registered Office:

Wipro Limited  
Doddakannali  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : Info@wipro.com  
W : wipro.com  
C : L32102KA1845PLC620800

Page 1

8396790

## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : [info@wipro.com](mailto:info@wipro.com)

W : [wipro.com](http://wipro.com)

C : L32102KA1945PLC020800

Page 2

8396790



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.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800

Page 3

8396790

## 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.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay** to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1948PLC020800

Page 5

8396790

**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,



**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Place: \_\_\_\_\_

**Registered Office:**  
Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800





**ANNEXURE I**

**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:**   /  /  

**Signature:**.....

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1949PLC020800

## 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).

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1945PLC026800



**ANNEXURE II**

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

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date:   /  /  

Signature.....

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

**T : +91 (80) 2844 0011**  
**F : +91 (80) 2844 0054**  
**E : info@wipro.com**  
**W : wipro.com**  
**C : L32102KA1846RLC020860**

**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : Talari Bharath**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>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.

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

Page 10

8396790



Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

Date:   /  /  

Signature:.....

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA184BPLC020800

Page 11

8396790

**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

**Registered Office:**  
Wipro Limited      T : +91 (80) 2844 0011  
Doddakannelli     F : +91 (80) 2844 0054  
Sarjapur Road      E : info@wipro.com  
Bengaluru 560 035   W : wipro.com  
India                    C : L32102KA1945PLC020800



**ANNEXURE – V**

**Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846RLC020800

Page 13

8396790

## 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.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1846PLC020800





#### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.  
Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

#### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945RLC020800

Page 15

8396790

**SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\***

## Medical

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

**Registered Office:**

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bangalore 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

### Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PELC020800

**Fwd: Letter of Intent - Boyalakuntla Sarath Chandra - Ref. No.: 8390717**

1 message

sankara prasad <ssp715@gmail.com>  
To: JAGADEESH K <jagadeesheee@gpcet.ac.in>

Thu, Dec 12, 2019 at 4:30 PM

Regards  
S.Sankara Prasad  
Dept. of EEE  
Assistant Professor  
T & P Coordinator  
GPCET  
Kurnool

----- Forwarded message -----

From: **Sarath Chandra** <ramusarma239@gmail.com>  
Date: Tue, Dec 10, 2019 at 12:39 PM  
Subject: Re: Letter of Intent - Boyalakuntla Sarath Chandra - Ref. No.: 8390717  
To: <Ssp715@gmail.com>

On Thu, Apr 4, 2019, 10:31 PM <careers@wipro.com> wrote:

**Campus - Letter Of Intent**

04-Apr-2019

Dear Boyalakuntla Sarath Chandra ,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan(WBP)	5,254
<b>Total Fixed Cash</b>	<b>25,088</b>
PF (Employer Contribution)	1,400
Gratuity	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>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

21-Aug-2019

Dear Mulla Hussainbe,  
B.Tech/B.E., Electronics and Electrical Engineering  
G Pullaiah College of Engineering and Technology



Candidate ID – 13397484

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

## Annexure A

Name: Mulla Hussainbe

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details

27-Apr-2019

Dear Manoj Rachamsetty,  
B.Tech/B.E., Electronics and Electrical Engineering  
G Pullaiah College of Engineering and Technology

Candidate ID – 13061541

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



## Annexure A

Name: Manoj Rachamsetty

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
<b>Annual Gross Compensation</b>			<b>297,000</b>
Incentive Indication (per annum)**			20,000
<b>Annual Total Compensation</b>			<b>317,000</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
<b>Annual Total Remuneration</b>			<b>338,005</b>

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

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

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

R'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraiakkam, Chennai - 600 097

# Cognizant

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

21-03-2019

To  
G JAHAVI  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear G JAHAVI

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
S RAGHAVENDRA REDDY  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear S RAGHAVENDRA REDDY

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
G NAVEEN KUMAR REDDY  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear G NAVEEN KUMAR REDDY

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
J M ANJALI  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear J M ANJALI

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team

21-03-2019

To  
V JAMEEMA DEEVENA  
EEE  
GPCET

Sub: Selected for Technology Training and Placement free of cost under CSR.

Dear V JAMEEMA DEEVENA

We are pleased to inform you that you have been selected for Technology Training and Placement @ Palle Technologies, Bangalore.

This Program is under the CSR, and the Technology Training and Placement is offered to you free of cost. As informed earlier you have to take care of all other expenses like stay and food at Bangalore.

During this Program you will be having Technology Training

1. Monday to Friday - You will be having Theory and Practical Training with lot of Assignments
2. Saturday will be Evaluation day – Tests on technology and Aptitude will be conducted

This Technology Training and Placements is subject to Terms and Conditions as below

1. Regularity to classes is required.
2. Clearing System Tests required.
3. If Found irregular to classes and not clearing the System Tests, after 1 warning you may be terminated from availing the Technology Training and Placements.
4. For Placements - Interviews will be scheduled at appropriate intervals and you are responsible to attend all the interviews scheduled for you.
5. If you do not attend interviews more than 1 time you will be blocked permanently from availing Placements under this program.

Note: You are required to submit the following documents to HR at the time of your joining: (1) Letter from Placement Officer of Your College (2) photocopies of your certificates or previous semester marks cards, (3) two color passport-size photos, (4) Proof of address.

**We look forward to welcome you aboard.**

Sincerely,  
For Palle Technologies  
HR Team



Date: 16<sup>th</sup> September, 2019

**TO WHOMSOEVER IT MAY CONCERN**

Mahindra First Choice Wheels Limited (MFCWL), Bangalore has agreed to provide an internship for Ms. Etyala Akhila for a period of two months starting from 16<sup>th</sup> September, 2019 to 16<sup>th</sup> November, 2019.

The objective of the internship is to supplement the intern's general knowledge that has been gained through academic course work with a practical work experience. The internship objective will be achieved by the intern's performing the project:

**"Android"**

A sum of Rs. 15000/- (rupees fifteen thousand only) per month (all inclusive) will be paid to you as stipend.

We hope that your association with this project will be of mutual benefit and satisfaction for both you and Mahindra First Choice Wheels Ltd.

Upon completion of the internship the student will submit a paper to the university summarizing his duties during the internship and how the knowledge they gained can be applied to their future career.

Mr. Supriyo Bose  
**Internship Supervisor's Name**

Head - Engineering, Infrastructure & QA  
**Supervisor's Job Title**

BOSE.SUPRIYO@mahindra.com  
**Internship Supervisor's Email**

9916027187  
**Supervisor's Phone Number**

For Mahindra First Choice Wheels Ltd.

SANJAY  
KUMAR JHA

Digitally signed by  
SANJAY KUMAR JHA  
Date: 2019.09.16  
11:57:59 +05'30'

SANJAY JHA,  
Chief Human Resources Officer (CHRO)

## Mahindra First Choice Wheels Limited

Corporate Office: 602, 6th Floor, B Tower, Embassy 247, LBS Road, Vikhroli - West, Mumbai - 400083

Registered office: Gateway Building, Apollo Bunder, Mumbai - 400001.

Tel.: 022-62749400 | www.mahindrafirstchoice.com. | CIN No. : U64200MH1994PLC083996



PROCEEDINGS OF THE DISTRICT COLLECTOR(PW) KURNOOL.  
PRESENT: SRI. G.VEERAPANDIAN I.A.S

Rec. No. 1048/Pts.A8/2019.

2019.11.17

Sub:- Public servants – Panchayat Raj Institutions – Recruitment for Panchayat Secretaries Grade VI (Digital Assistant) – Provisionally selected through District Selection Committee Kurnool – allotted to District Panchayat Officer Kurnool – Modified / fresh place postings Orders – Issued.

- Ref:-
- 1) G.O.Ms.No.110, PR & RD Dept (MDL-1), dt.19.07.2019.
  - 2) Recruitment NOTIFICATION NO.01/2019, dt. 26.07.2019 for the post of Panchayat Secretary Grade VI.
  - 3) Appointment orders A9/320/2019/DSC-2019 of the District Collector & Magistrate, Kurnool issued from time to time
  - 4) Progs Rc No.1048/Pts/A8/19 Dt: 09.10.2019 of the District Collector(PW)
  - 5) Option of the individual dt.17.11.2019.

\*\*\*\*\*

ORDER:-

Where as to fill up all the vacancies notified under Pachayat Secretaries Grade VI ( Digital Assistant) posts, as per the orders of the District Collector and Chairman DSC, selection process is taken up. In further rounds, accordingly in addition to candidates already selected, certain new in candidates were selected as Panchayat Secretary Grade-VI.

And where as MOTTE MOUNIKA who is provisionally selected for the post of Panchayat Secretary Grad- VI in first round/ subsequent rounds is here by appointed as Panchayat Secretary Grade – VI vide progs 3<sup>rd</sup> read above of the District Collector & Magistrate, Kurnool

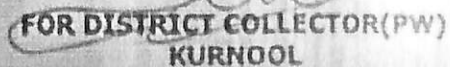
And where as the above selection and appointment will be governed by A.P. State and Subordinate service rules and/ or special rules as applicable and as amended from time to time in respect of the post. The post will be on probation for a period of two years from the date of joining, during the period of probation consolidated pay of Rs.15,000/- P.M will be paid. After successful completion of probation you will be placed in the Pay Scale of Rs.14600-Rs.44870 In RPS 2015.

And where as, the District Collector ( PW) has decided to issue place postings to all the candidates according to their ranks duly conducting fresh counseling, since some more new candidates are appointed as Panchayat Secretaries Grade – VI.

Accordingly fresh counseling is conducted on 17.11.2019 and as per the option exercised by the individual, the above individual is hereby posted as Panchayat Secretary Gr-VI to DEVANAKONDA - 1 Panchayat DEVANAKONDA Mandal of Kurnool District.

The individual is directed to report for duty as Panchayat Secretary Grade -VI before the Mandal Parishad Development Officer DEVANAKONDA duly producing the physical fitness certificate and one Xerox set of attested copies of all relevant certificates.

The Mandal Parishad Development Officer DEVANAKONDA is requested to admit the above individual for duty as and when he/she reports for duty after verifying all relevant certificates pertaining to his/ her category, caste and education and compliance.

  
FOR DISTRICT COLLECTOR(PW)  
KURNOOL

To

Sr/Smt MOTTE MOUNIKA

- Copy to the Mandal Parishad Development Officer concerned.
- Copy to the Divisional Panchayat Officer concerned.
- Copy to the STO/ATO sub-treasury concerned for information.
- Copy to the Extension Officer (PR&RD) concerned
- Copy to the District Panchayat Officer Kurnool.
- Copy to the Chief Executive Officer, ZPP, Kurnool
- Copy submitted to the District Collector Kurnool for favor of information.
- Copy submitted to the Commissioner PR&RD AP Vijayawada



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**GANDLA ASHOK KUMAR**  
S/O G SIVA RAMUDU,  
H.NO: 1-102-2,  
PEDDAPADU,  
KALLUR, KURNOOL,  
ANDHRA PRADESH-518002.

Dear **GANDLA ASHOK KUMAR**,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

1. **Your Job Title/Designation:**  
Trainee - Analyst Programmer
2. **Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
3. **Mode of Working:**  
Full Time.
4. **Working Hours / Days:**  
Monday to Friday, 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
5. **Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
6. **Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG**.
7. **Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019**.
8. **Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



**Bettering your Expectations**

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

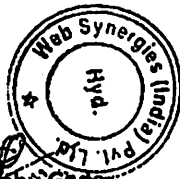
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

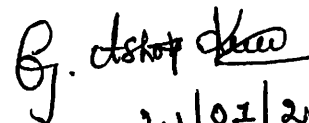
*Best Regards,*

For Web Synergies (India) Pvt. Ltd.

  
-Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter \*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by GANDLA ASHOK KUMAR . I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 3<sup>rd</sup> June 2019 Signature & Date:

  
21/07/2019.



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
P BHARATH  
S/O P SREE RAMULU,  
HOUSE NO: 2/189,  
BASHA STREET,  
NEAR I TOWN, KURNOOL,  
ANDHRA PRADESH 518002.

Dear P BHARATH,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- 1. Your Job Title/Designation:**  
Trainee - Analyst Programmer
- 2. Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- (Two Lakhs Twenty Thousand Eight Rupees only per annum). This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- 3. Mode of Working:**  
Full Time.
- 4. Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- 5. Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- 6. Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- 7. Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- 8. Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



## Web Synergies (India) Pvt. Ltd.

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

Bettering your Expectations

### 9. Job Responsibilities:

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

### 10. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

### 11. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

### 12. Probationary Period:

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

### 13. Notice Period:

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.

**Bettering your Expectations****14. Passport:**

It would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right to terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4





**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

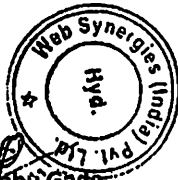
Bettering your Expectations

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter \*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by P BHARATH. I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

*P. Bharath*  
21/01/2019.



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**MUGGU BHUVANESWARI**  
D/O M SUNKANNA,  
BIJINAVEMULA (V),  
NANDIKOTKUR (MDL),  
KURNOOL (DIST),  
ANDHRA PRADESH-518002

Dear **MUGGU BHUVANESWARI**,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

1. **Your Job Title/Designation:**  
Trainee - Analyst Programmer
2. **Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
3. **Mode of Working:**  
Full Time.
4. **Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
5. **Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
6. **Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
7. **Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
8. **Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



Bettering your Expectations

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

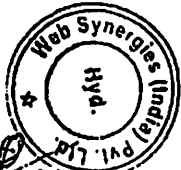
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by MUGGU BHUVANESWARI . I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

M. Bhuvaneshwari  
21/01/2019



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
DOODEKULA CHINNA MABUNNI  
D/O D JAMAL BASHA,  
HOUSE NO: 16-29,  
HOUSING BOARD COLONY, NANDIKOTKUR,  
KURNOOL,  
ANDHRA PRADESH-518002

Dear DOODEKULA CHINNA MABUNNI,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of Trainee - Analyst Programmer for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be INR 2,20,008/- [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday, 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to Mr. Surendra Babu Gade – Head TAG.
- Joining date:**  
You are expected to be available to join on or before Monday, 03<sup>rd</sup> June 2019.
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



Bettering your Expectations

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



Bettering your Expectations

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	<b>For Experienced Candidates –</b> <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4





**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter \*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by **D CHINNA MABUNNI** : I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

D. Chinna Mabunni  
21/01/2019



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**TURKAPALI SIRISHA**  
D/O T.BHARATH RAMU,  
H.NO.2/356/12/1,  
SESHA REDDY NAGAR, BETHAMCHERLA,  
KURNOOL,  
ANDHRA PRADESH-518002

Dear **TURKAPALI SIRISHA**,

Greetings!!! We would like to welcome you to the **Web Synergies** family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- Your Job Title/Designation:**  
Trainee - Analyst Programmer
- Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- Mode of Working:**  
Full Time.
- Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG.**
- Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019.**
- Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



**Bettering your Expectations**

**9. Job Responsibilities:**

As **Trainee - Analyst Programmer**, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

**10. Service Agreement:**

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

**11. Training Period:**

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

**12. Probationary Period:**

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

**13. Notice Period:**

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client’s requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> <li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li> <li>• Experience &amp; Relieving letters from previous employers</li> <li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li> </ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4



**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

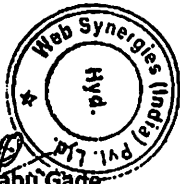
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade  
Head - TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by TURKAPALI SIRISHA: I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

T. Sirisha  
21/01/2019



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Lettc.:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**JEREDDY LAKSHMIKANTH REDDY**  
S/O JEREDDY RAMACHANDRA REDDY,  
H.NO.2/28, MUDDAVARAM (V),  
BETHAMCHERLA (MDL),  
KURNOOL,  
ANDHRA PRADESH-518002.

Dear **JEREDDY LAKSHMIKANTH REDDY**,

Greetings!!! We would like to welcome you to the Web Synergies family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

1. **Your Job Title/Designation:**  
Trainee - Analyst Programmer
2. **Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
3. **Mode of Working:**  
Full Time.
4. **Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
5. **Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
6. **Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG.**
7. **Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019.**
8. **Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



## Web Synergies (India) Pvt. Ltd.

First floor, B Block. 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

Setting your Expectations

### 9. Job Responsibilities:

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

### 10. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

### 11. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

### 12. Probationary Period:

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

### 13. Notice Period:

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Bettering your Expectations**

**14. Passport:**

it would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right the terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4






**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.


*We look forward to your joining the company and become a productive member*

Best Regards,  
For Web Synergies (India) Pvt. Ltd.

  
Surendra Babu Gade  
Head – TAG

\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by J LAKSHMIKANTHI : I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03/06/2019 Signature & Date:

  
21/02/2019.



Bettering your Expectations

**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1:1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Employment Offer Letter:**

21<sup>st</sup> January 2019  
Hyderabad

To  
**DUDEKULA MAHABOOB BASHA**  
S/O D.MAHAMMAD ISMAIL,  
H.NO.20/13, KONDA PETA,  
DHONE,  
KURNOOL,  
ANDHRA PRADESH-518002.

Dear **DUDEKULA MAHABOOB BASHA**,

Greetings!!! We would like to welcome you to the **Web Synergies** family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee - Analyst Programmer** for our Indian Office/Operations.

You will be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

**Terms of Offer:**

- 1. Your Job Title/Designation:**  
Trainee - Analyst Programmer
- 2. Cost to Company (CTC):**  
Annual CTC shall be **INR 2,20,008/-** [Two Lakhs Twenty Thousand Eight Rupees only per annum]. This CTC includes all applicable deductions. Please find the annexure for the same with this offer letter.
- 3. Mode of Working:**  
Full Time.
- 4. Working Hours / Days:**  
Monday to Friday. 9 am – 6 pm / 5 days per week. However, Working Days/timings may change based on the work/client priorities.
- 5. Place of work:**  
You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.
- 6. Reporting Manager:**  
You will be reporting to **Mr. Surendra Babu Gade – Head TAG**.
- 7. Joining date:**  
You are expected to be available to join on or before **Monday, 03<sup>rd</sup> June 2019**.
- 8. Salary/Performance Review:**  
Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance and your contribution to the company.



## Web Synergies (India) Pvt. Ltd.

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

ing your Expectations

### Job Responsibilities:

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of .Net framework. Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

### 10. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of Two calendar years (24 Calendar months) at the time your joining along with your willful acceptance of our appointment letter.
- This 24 months Service Agreement shall start after successful completion of mandatory six (6) calendar months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your willful consent for the same and sign the Service Agreement with the Company.

### 11. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall enter probationary period.

### 12. Probationary Period:

You will be on a probationary period for 6 calendar months from the date of successful completion of your training period. Upon successful completion of probationary period, you will be confirmed employee of the Web Synergies. However, based on your performance, your probationary duration may be extended further. If your performance is not satisfactory, the company may terminate the employment without any notice during your probation.

### 13. Notice Period:

In case, you wish to resign from the services of the company during your service, (post completion of service agreement period as mentioned in point no 10 above) you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months). In case you wish to resign prior to the completion of the Service Agreement, you are required to serve a mandatory notice period of Three (3) calendar months and further you shall be required to follow the provisions of your signed Service Agreement which needs to be signed at the time of your joining post willful acceptance of this offer letter.



**Web Synergies (India) Pvt. Ltd.**

First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

**Meeting your Expectations**

**14. Passport:**

It would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

**15. Confidentiality:**

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Web Synergies is authorized to proceed to take legal action.

**16. Note:**

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you shall be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Web Synergies can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Web Synergies or any external agency of Web Synergies to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Web Synergies reserves the right to terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

**\*Please note that all the documents are mandatory for joining formalities \***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"><li>• Salary Proof – Last 3 months pay slips &amp; Bank statement</li><li>• Experience &amp; Relieving letters from previous employers</li><li>• Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary</li></ul>	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4




**Web Synergies (India) Pvt. Ltd.**  
First floor, B Block, 8-2-120/113/1/1F  
Sanali Info Park, Road No. 2, Banjara Hills  
Hyderabad- 500 034  
Telangana, India.

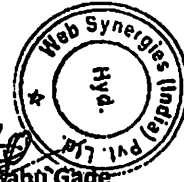
**Bettering your Expectations**

Please read this offer letter carefully and confirm your willful acceptance for the same via an email to [surendra@websynergies.biz](mailto:surendra@websynergies.biz) or in person giving written acknowledgement signing on a duplicate copy of this offer letter to Mr. Surendra Babu Gade – Head TAG on or before 03<sup>rd</sup> June 2019 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 1 week from the joining date specified above.

*We look forward to your joining the company and become a productive member*

Best Regards,  
For Web Synergies (India) Pvt. Ltd.

  
Surendra Babu Gade  
Head - TAG



\*\*\*\*\*End of Offer Letter\*\*\*\*\*

Acknowledgement & Acceptance of this Offer Letter by D MAHABOOB BASHA: I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I have received the original copy of this offer letter. I further assure that I shall join the duties from 03-06-2019 Signature & Date:

D. Mahabob Basha  
21/01/2019

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear KOWLUR. ANWESH REDDY

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019.

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI**

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear TUNGA VISHNUPRIYANKA REDDY

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI**

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BATHINA SANJAY KUMAR

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July - 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**



# Shrey Automotives

VESPA Showrooms  
Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.  
**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17  
Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear ESWARI BANDA

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd<sup>ts</sup> - Telangana.

**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BARIKI PRASANTH KUMAR

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

**Landmark** - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear OWK NAVEEN

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.


- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

  
09/02/2019.

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank.TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear BENDAKAYALA SHAHANAZ

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear SHAIK SHAHIL

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**

# Shrey Automotives

VESPA Showrooms  
Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd- Telangana.  
Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17  
Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear TALARI BALACHANDRA

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above"). With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July-2019

Hr Talent Acquisition

09/02/2019

Signature of the candidate

**aprilia**

  
**MOTO GUZZI\***

**Vespa**



# Shrey Automotives

VESPA Showrooms

Flat no- 403, 4th Floor, LSY Estates, Ameerpet, Hyd - Telangana.

Landmark - Lane opp RS Brothers, Above Karur Vysya Bank. TS-17

Contact: 8712805516/ 9014447508

## OFFER LETTER

Dear CHAKALI HUSSAIN

Congratulations! We are pleased to confirm that you have been selected for ST Human Resource, A Leading Hiring partner for various Mechanical Based companies.

As discussed You will be offered a full-time employment in any one of our top clients.

- At the time of Final Client Round, it is mandatory to Submit your one of the Original Educational Certificate and Sign One/ 6 months Service Bond (Based on client Requirement).
- we are pleased to offer you for the position of Entry level- Service Associate Technical/ Non-Technical "as mentioned above". With a CTC of Rs. 90,000/- min P/A to Max of 1.2 Lakh P/A + Process allowances (will be based on Client & Process), which is inclusive of all benefits and perks. You are required to report to ST human Resource for Induction program, the date will be communicated well before and the information will be shared with your Placement cell, at the Above address.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our client and look forward to work with you.

Acceptance letter will be issued only up on the final Terms & Conditions.

Reporting Date: July- 2019

Hr Talent Acquisition

09/02/2019.

Signature of the candidate

**aprilia**

**MOTO GUZZI\***

**Vespa**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Ms. SANJAMALA PAVANI

**SUB: APPOINTMENT LETTER**

Dear Ms. SANJAMALA PAVANI

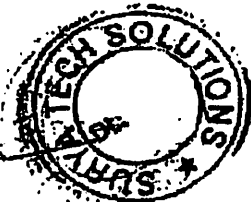
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. ARJIGARI PAWAN KALYAN

**SUB: APPOINTMENT LETTER**

Dear Mr. ARJIGARI PAWAN KALYAN

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/4  
N.Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Ms. SHAIK SHAHEN SHA VALI

**SUB: APPOINTMENT LETTER**

Dear Ms.SHAIK SHAHEN SHA VALI


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. K P HARI SAI VARDHAN REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr. K P HARI SAI VARDHAN REDDY


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of 26<sup>th</sup> FEB 2018.

You will be paid a consolidated Salary of Rs.8000-10000/- +TA per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an Engineer and you will be paid a consolidated salary of Rs. 15000-20000/-+TA per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. KOMMIREDDY SIVA KUMAR REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr. KOMMIREDDY SIVA KUMAR REDDY

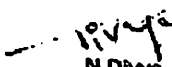
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

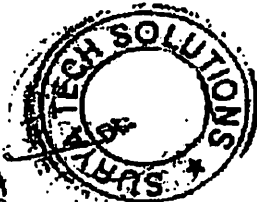
You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. BANAGANI VANNURAPPA

**SUB: APPOINTMENT LETTER**

Dear Mr. BANAGANI VANNURAPPA

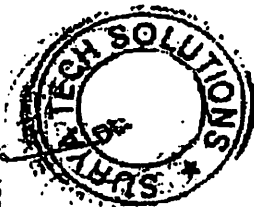
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
19/4  
N.D.Mya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. SHAIK MOHAMMED AFEEF

**SUB: APPOINTMENT LETTER**

Dear Mr.SHAIK MOHAMMED AFEEF

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. GORRELA MOULI

**SUB: APPOINTMENT LETTER**

Dear Mr. GORRELA MOULI

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/02/19  
N.DIvya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref: STS/OFR

Mr. GUDDETI KIRAN KUMAR REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr.GUDDETI KIRAN KUMAR REDDY


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
19/4  
N.D.Wya  
Hr-Manager

Signature of the Employee

**Address: Flat no: 401, Bhavanl plaza apts, Opp. Busstop,Ecll 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailld: suryasolutions5@gmail.com**





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. CHITRALA SURENDRABABU

**SUB: APPOINTMENT LETTER**

Dear Mr. CHITRALA SURENDRABABU

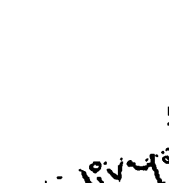
Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of 26<sup>th</sup> FEB 2018.

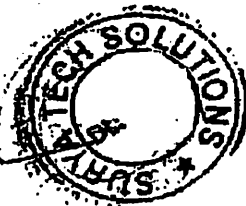
You will be paid a consolidated Salary of Rs.8000-10000/- +TA per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of Rs. 15000-20000/-+TA per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 23-02-2019

Ref: STS/OFR

Mr. MALA GAYTHRI

**SUB: APPOINTMENT LETTER**

Dear Mr. MALA GAYTHRI

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- a. All academic certificates Xerox copies
- b. Two recent passport size photographs
- c. Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

19/2/19  
N.Divya  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecll 'x' roads, Hyderabad-62**  
**Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date:23-02-2019

Ref:STS/OFR

Mr. M GOVINDA REDDY

**SUB: APPOINTMENT LETTER**

Dear Mr.M GOVINDA REDDY

Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **26<sup>th</sup> FEB 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Diva  
Hr-Manager



Signature of the Employee

**Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62**  
**Contact:8885785386, 7207299444 Emailid: suryasolutions5@gmail.com**



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: NALLABOTULA MADHU KRISHNA

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ABC FOR JAVA AND TESTING

PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

NALLABOTULA MADHU KRISHNA NAME  
USN \_\_\_\_\_ Date \_\_\_\_\_

N. Madhu Krishna  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040

Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: NAKKI MADHU

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ROOMAN ABC  
*[Signature]*  
PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

NAKKI MADHU \_\_\_\_\_ NAME  
USN \_\_\_\_\_ Date

*N. MADHU*  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: GADDAM PRASHANTHI REDDY

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzla Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

ABC FOR JAVA AND TESTING

PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

GADDAM PRASHANTHI REDDY NAME  
USN Date

G. Prashanthi Reddy  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010



# Rooman ABC

.....Leaders in Technology Training

Subject: Offer

Dear: R.K. Sai Swetha

Congratulations on getting selected to ROOMAN ABC group. On behalf of ROOMAN ABC group, we are pleased to offer you the position of "ROOMAN ABC Trainee". You are informed to join the training at ROOMAN ABC group as a member of CSR batch commencing from 7<sup>th</sup> May 2017 - 09:00 am, at our Begumpet office - (Afzia Towers, Opp. Life style, Above Idea Showroom, 201, 202 & 203,, BD Colony, Greenlands, Begumpet, Hyderabad, Telangana 500016). The duration of the training would be 100 days and you be trained on "ROOMAN ABC's UNIFIED COURSE".

You would be eligible to attend all the ROOMAN ABC placement drives that you are eligible for during the course and continue to attend the drives even after course completion up to June 2019. There would not be any limitations enforced on the number of drives you can attend until you get placed.

This offer would be valid if and only if you report at the above specified office at the date and time specified failing which the offer stands cancelled.

AGG FOR JAVA AND TESTING

*[Handwritten Signature]*  
PARTNER

I accept this offer described above under the terms and conditions set forth in this offer.

B.K. Sai Swetha

NAME

USN

Date

*[Handwritten Signature]*  
Student Signature

Vijaynagar: #1133/B 1st and 2nd floor 30 feet Service road, Hampinagar, Vijaynagar, opp to Bunt's Sangha adjacent to Sharavathi Nursing home, Bengaluru, Karnataka 560040  
Rajajinagar: #30,12th Cross, 1st Stage, Rajajinagar, Near Navrang Theatre, Bangalore-560010

randstad

Date: 16-03-2019

Dear Mr. / Ms. : Surupa Reddy Aliveli  
Address : Grandhi Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulkaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
HITECH City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

**Acknowledgement**

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

S.R. Aliveli  
Name & Signature of Applicant  
surupareddy Aliveli

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, HITECH City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081



# randstad

Date: 16-03-2019

Dear Mr. / Ms. : Nadpaninti Ganesh

Address : Budhanwara Peta  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulbati college of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

N. GANESH  
Name & Signature of Applicant  
(N. GANESH)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur, Hyderabad, Telangana 500081

randstad

Date: 16-03-2019

Dear Mr. / Ms. : Bajarla Hussain Basha  
Address : Venkata Ramana colony  
kurnool

With reference to your application and the subsequent interview/test, which you had at:

Gr. pullaiah collage of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

#### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of HR

  
Name & Signature of Applicant  
(B. Hussain Basha)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Vadde palli sirisha  
Address : Shareen Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pulbati College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of HR

V. Sirisha  
Name & Signature of Applicant  
V. Sirisha

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur, Hyderabad, Telangana 500081

# randstad

Date: 16-03-2019

Dear Mr. / Ms. : Vadde Manohar

Address : Ganesh Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

Name & Signature of Applicant  
( V. Manohar ).

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Uppari Mahesh  
Address : old Busted  
kurnool

With reference to your application and the subsequent interview/test, which you had at:

Gr. Pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

U. Mahesh  
Name & Signature of Applicant  
U. Mahesh

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Kurva Siva Kumar  
Address : Dhanalakshmi Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. Pullaiah College of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:

Randstand

MSR Block, #702 Sapphire Building Survey no 88,

Hitech City Main Rd, Beside Image Hospital,

Madhapur,

Hyderabad,

Telangana,

500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

Name & Signature of Applicant

(K. SIVAKUMAR)

Note: You May have further Rounds of Interview depends upon the Client Requirement.

Randstand

MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081

Date: 16-03-2019

Dear Mr. / Ms. : Ragipindi Sravani  
Address : Santosh Nagar  
Kurnool

With reference to your application and the subsequent interview/test, which you had at:

G. pullaiah college of Engineering and Technology

You have been Shortlisted for the position of Associate for further process we request you to come to our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates, 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card etc...).

Address:  
Randstand  
MSR Block, #702 Sapphire Building Survey no 88,  
Hitech City Main Rd, Beside Image Hospital,  
Madhapur,  
Hyderabad,  
Telangana,  
500081

### Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

Authorized Name & Signature of HR

R. Sravani  
Name & Signature of Applicant  
R. Sravani

Note: You May have further Rounds of Interview depends upon the Client Requirement.

---

Randstand  
MSR Block, #702 Sapphire Building Survey no 88, Hitech City Main Rd, Beside Image Hospital, Madhapur,  
Hyderabad, Telangana 500081



Date: 30/03/2019

**OFFER LETTER**

Dear GANJIKUNTA SUBBA REDDY,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer, and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**

---

Quest Valley Consulting  
2-B | Varun Towers-1 | 3<sup>rd</sup> floor Begumpet, Hyderabad 500084, T.S, India.





Date: 30/03/2019

**OFFER LETTER**

Dear EDIGA RAJESH,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

Rohit Pothukuchi

**Founder & Chief Executive Officer**



Date: 30/03/2019

**OFFER LETTER**

Dear KURUVA SARASWATHI,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**



Date: 30/03/2019

**OFFER LETTER**

Dear PINJARI MURTHUJAVALI,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer, and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**



Date: 30/03/2019

**OFFER LETTER**

Dear BOGGULA NAGARJUNA,

We're delighted to extend this offer of employment for the position of Web developer with Quest Valley.

If you accept this offer, your start date will be 03/06/2019 or another mutually agreed upon date and you would report to Mr. Praveen on.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be Web developer. and you will report to Praveen Kuruganti(technology lead) and ShashankGoud (management trainee). This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Your compensation will be Rs.12,000 per month as a probation period. After successfully completing your probation period, your salary will be increased to 15000/Rs per month based on your performance. You will be required to abide by office rules of conduct and other rules and regulations provided to you by Quest Valley. We strongly recommend that you familiarize yourself with the organization's work and ongoing projects.

We look forward to receiving a message confirming your acceptance of this offer.

Regards,

  
Rohit Pothukuchi

**Founder & Chief Executive Officer**

Date: 31<sup>st</sup> January 2020

To,

**MD.ABRAR**

Dear **MD.ABRAR**

Subject: Offer of employment – ‘Software Developer’

1. In response to your interview with us, we are pleased to offer you the position of **‘Software Developer’** in M/s Test Yantra Software Solutions (India) Pvt. Ltd. (“Company”). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.
2. Your cost to company (CTC) shall be as per the below Schedule.
3. The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
4. You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
5. If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company on or before **31-January-2020**. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
6. The Company’s obligations shall commence on the date of your joining which shall be on or before **03-Feb-2020**.
7. This offer is valid till **03-Feb-2020** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
8. We are confident that you will enjoy being a part of the Company as much as we shall cherish our association with you.
9. You are also requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Feb-2020**.

a) Photocopies of your educational qualifications b) 2 passport size photographs of yourself c) Offer Letter, Relieving letter from previous employer/s, if applicable d) 3 months’ Payslips of previous employer, if applicable	e) PF account details f) Income Tax deduction certificate of previous employer g) Pan Copy h) Passport Copy i) Aadhar Card Copy j) ID Proof & Address Proof
---	--

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

<b>SALARY BREAK UP (ANNEXURE A)</b>		
<b>NAME:</b>	<b>MD.ABRAR</b>	
<b>DESIGNATION:</b>	<b>Software Developer</b>	
<b>LOCATION:</b>	<b>Bangalore</b>	
<b>COMPANY/BUSINESS UNIT: Test Yantra Software Solutions Basic and Other Allowances Details</b>		
<b>Cash Flow Head</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	15000	180000
House Rent Allowance	6000	72000
Conveyance Allowance	1600	19200
LTA	1653	19836
Bonus	584	7008
Food Allowance	0	0
Other Allowances	0	0
<b>Monthly / Yearly Gross 24837 298044 Deductions</b>		
EPF Employee	1800	21600
Professional Tax	200	2400
Medical Insurance	200	2400
<b>Total</b>	<b>2200</b>	<b>26400</b>
<b>Net Pay</b>	<b>22637</b>	<b>271644</b>
<b>Benefits</b>		
EPF Employer	1800	21600
Gratuity		15858
GPA Insurance		4500
<b>Total</b>	<b>1800</b>	<b>41958</b>
<b>Total CTC 340002</b>		

Note: Take home Salary is subject to Income Tax deduction as per Section 192B of Income tax act, 1961. You can avail tax reduction, by declaring your Investments to HR team at the time of Joining the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

## **SALARY COMPENSATION AND BENEFITS**

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

### **STATUTORY BENEFITS**

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit

### **NON - STATUTORY BENEFITS**

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TEST YANTRA** CIN: U72200KA2007PTC044701

### Annexure 1

### EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this **03-Feb-2020** at Bengaluru.

BY:

**M/S TEST YANTRA SOFTWARE SOLUTIONS (INDIA) PVT. LTD.**, a company incorporated under the Companies Act, 1956, having its registered office at # 50, Brigade MLR, 2<sup>nd</sup> floor, Vani Vilas Road, Basavanagudi Bangalore 560004 represented by its Human Resource (hereinafter may be referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns) of the ONE PART;

AND:

**Chandrasekhar V**, aged about years,. Here in after referred to as the "Employee" or the "Second Party", of the OTHER PART.

The Company and the Employee shall hereinafter, wherever the context may so require, be individually referred to as 'Party' or collectively as 'Parties', as the case may be.



WHEREAS:

1. The Company is engaged in the business of providing software services (the “Business”);
2. The Company was looking to hire an employee for the post of **‘Software Developer’**. The Employee had applied to the Company for the said post and made several representations regarding his/her qualification and abilities and produced certificates thereof. Based on an interview conducted by the Company and based on the representations made by the Employee, the Company has agreed to appoint the Employee for the said post, on the terms and conditions set forth herein below.

NOW THIS EMPLOYMENT AGREEMENT SHALL WITNESSETH AS FOLLOWS;

**1. APPOINTMENT:**

The Company hereby appoints the Employee as **‘Software Developer’**. The Employee hereby accepts the said appointment and agree to work diligently and serve the Company in the said capacity or in such other posts/ designations as the Company may prescribe and/or promote from time to time. The Employee shall be responsible to perform duties more fully described in Schedule A hereto.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

The Employee shall report on **03-Feb-2020**. The obligations of the Company towards the Employee shall commence only on and after the date of joining. However, the Employee’s obligations under the Agreement shall commence on the date of execution of the Agreement.

The Employee shall report to Test Yantra and/or to such other person or persons as the Company deems fit to be his/her supervisor from time to time. In addition, the Employee shall carry out such other duties and functions as may be assigned to him/her by the Company from time to time.

The Employee’s place of work, for the time being, shall be at Bengaluru. However, the Company may relocate/ transfer/ depute the Employee to any of its branches or client’s place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, the Employee agrees to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

The Employee shall be on probation for the first six months and only after his/her successful completion of probationary period, the Company will issue a letter of confirmation of employment. In the event, the Company is not satisfied with the performance of the Employee during the probationary period, the Company is entitled to terminate this agreement with immediate effect and the Employee agrees and undertakes to not make any claim on the Company whatsoever.

The terms of this Agreement shall continue to bind Employee until it is terminated in accordance

with this Agreement, irrespective of the fact that Employee may be promoted, transferred or seconded to any other place.

The working hours of the Employee shall follow the operating hours of the Company. When working on relocation/ transfer/ deputation, the working hours shall follow the operating hours of such place of work. But the Employee understands that from time to time he/she is required to work additional unpaid hours in order to carry out the duties promptly and efficiently.

The Company shall provide training to the Employee for the first month for better discharge of the roles and responsibility by the Employee. However, the Employee may choose to seek special training on any specific area from the Company and in such an event, the Company will at its cost provide the special training to the Employee. However, post completion of the training the Employee shall compulsorily work in the Company and provide his/her services for a minimum period of one year and on the terms and conditions as may be agreed between the Parties under a separate agreement to be executed by the Parties prior to commencement of the special training.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

## **2. EMOLUMENTS:**

The Employee's total compensation (Cost to the Company) shall be as per the above-mentioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.

Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.

All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

## **3. TERM AND TERMINATION:**

The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.

Either party may terminate this agreement by giving **One (1) month** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in lieu of such notice shall be necessary.

Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.

In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.

**Summary dismissal**:- The Company may dismiss the Employee immediately and without notice if, the employee:

- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
- (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
- (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
- (d) Expressly or by implication repudiates this Agreement;
- (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
- (f) Is convicted of any criminal offence, or under any law;
- (g) Is accused of any offence involving moral turpitude;

#### **4. LEAVES:**

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time.

## 5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:

The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

entity contrary to the provisions of this Agreement then the Company shall be entitled to claim damages from the Employee.

**Non-Compete:** For a period of Two (2) Years following the termination of this Agreement in any manner whatsoever, the employee is prohibited from establishing or conducting alone or with other persons whether gratuitously or for remuneration, any business in India which competes with same clients for the same business with the Company.

Nothing contained in the previous/ above clause shall apply to:

- (a) information that is in the public domain; and
- (b) information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

The Employee agrees and undertakes not to either directly or indirectly solicit the employees,

customers, clients of the Company post termination of the his/her employment in the Company.

#### **6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:**

The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

#### **7. EMPLOYEE'S OBLIGATIONS:**

The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.

The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.

Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.

The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.

During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

#### **8. DOCUMENTS PROVIDED TO THE COMPANY:**

The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information

The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or

in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.

This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.

If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

**TESTYANTRA** CIN: U72200KA2007PTC044701

#### **9. DISPUTE RESOLUTION AND GOVERNING LAW:**

In the event of any dispute between the parties, such dispute shall be referred to the sole arbitrator appointed by the Company. The place of arbitration shall be in Bengaluru. The award passed by the Arbitrator shall be final and binding on the parties.

Subject to Clause 9.1, this Agreement shall be governed by the laws of India irrespective of conflict of law provisions and the Courts in Bengaluru shall have the exclusive jurisdiction to deal with the disputes arising out of this Agreement.

**10. Notice:** Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by email and then confirmed by Speed Post, in the manner as elected by the Party giving such notice to the following addresses:

(a) In the case of notices to the Company:

Address: 50, Brigade MLR, Vani Vilas Road, Basavanagudi, Bangalore 560004

Attention : HR Department

E-mail : hr@testyantra.com

(b) In the case of notices to the Employee:

Address : House # 112, Joma Cottage Jagadish Nagar

1<sup>st</sup> main road, 8<sup>th</sup> cross, New Thippasandra , Bangalore 560075

Telephone : 8217788006

E-mail : itagi89@gmail.com

All notices shall be deemed to have been validly given on (a) the Business Day immediately after the date of transmission with confirmed answer back, if transmitted by facsimile/electronic transmission, or (b) the Business Day of receipt, if transmitted by courier or registered airmail.

Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

IN WITNESS THEREOF the parties hereto have set and subscribed their respective signatures and seal on the day, month and year first written herein above:

**M/s Test Yantra Software Solutions (India) Pvt. Ltd, Employee represented  
by its authorised signatory**

**Authorised Signatory Signature**

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235



**Date:** 23<sup>rd</sup> December 2019

**Ms. L AISHWARYA**

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear **L AISHWARYA**

We are pleased to offer you a position as a **Software Design Trainee** with WinWire Technologies India Private Limited, a subsidiary of WinWire Technologies, Incorporated. We are sure that WinWire will provide you with a satisfying and challenging work environment along with a successful growth path.

You will initially be receiving a consolidated salary of **Rs.25,000/- Per Month (Rupees Twenty five thousand only)** for a period of one year. In addition to your salary, you are eligible for a retention bonus of **Rs. 60,000/- Per Annum (Rupees Sixty thousand only)** which will be processed and paid upon your successful completion of two years in the organization. Terms and conditions that will affect your employment are contained in Exhibit A.

Looking forward to your acceptance of this offer (which expires by end of day on **24<sup>th</sup> December 2019**) & joining us on **2<sup>nd</sup> January 2020**.

We look forward to a mutually rewarding association with you at WinWire.

Yours sincerely,

**For WinWire Technologies (India) Private Limited**

**Satya Kundurthi**  
**Director-HR**

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Exhibit A**

**TERMS AND CONDITIONS OF EMPLOYMENT**

You are expected to devote your full business time, attention and energies to the training and performance of your duties with the Company. Your place of reporting will be **Hyderabad**, India. Upon successful completion of the training, your place of work will be either **Hyderabad/Bengaluru** based on the project need. Under the terms of this agreement, and without the need to terminate the employment relationship, the Company in order to impart effective training in various aspects which will prove beneficial to you may arrange for you to obtain such training in any department as it may think fit and necessary. The Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

You also hereby consent and agree to any amendments to these terms and conditions of employment, as deemed necessary by WinWire Technologies (India) Private Limited. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you.

**Compensation:** Your annual compensation is in accordance with the Company's standard payroll practices for salaried employees in India. The compensation will be subject to the usual deductions including deductions for tax and statutory contribution normally to be withheld by an employer in India and will be subject to adjustment pursuant to the Company's compensation policies in effect and your performance.

In case you are assigned to work outside your normal place of posting, the specific deputation letter would notify you of any changes in the compensation and benefits. In the event you are sent abroad on training and/or project work, you may be required to sign an agreement for service with the Company as per the policy of the Company.

**Employee Benefits:** You will be entitled, during the term of your employment, to the Company's standard health, vacation, and other benefits covering employees in positions similar to yours and based in India. Employer contributions and employee deductions will be paid into the appropriate mandated plans as opted by you. A list of public holidays recognized by the Company and other benefits information will be provided to you once you join the Company. If you are deputed for an overseas assignment, the deputation letter specific to your place of posting will specify the leave entitlements.



**Proprietary Information and Inventions Agreement:** You will be required to sign the WinWire Technologies standard Proprietary Information and Inventions Agreement, a copy of which will be provided to you on the date of joining. You may also be required to sign the proprietary and Inventions Agreement of our client(s), you are assigned to.

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Period of Employment:** Your position with the Company will be probationary from the commencement date of this agreement until the expiration of a period of 1 Year. During this period. The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and or the rules framed by the Company.

**Termination of employment:** Company may at anytime terminate your employment by giving you two months notice in writing or by paying two months salary in lieu of notice. You may also terminate this agreement by giving two months notice in writing or by paying two months salary in lieu of notice. However, releasing you prior to the stipulated two months of notice time is purely left to the management and you shall serve the Company up to the two months notice term if management wishes.

Your employment may be terminated by the Company without notice or payment in lieu thereof if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the agreement for any period of time. Any one of the following shall constitute default on the part of the employee as mentioned below.

- Unauthorized absence by the employee for a period of 4 consecutive days
- Willful negligence on the part of the employee during training period/service thereafter •  
Willful negligence and disobedience of the supervisor's directions/instructions
- Lack of proper attitude by the employee in the training program or during his service with the Company •  
Unsatisfactory performance on the part of the employee
- Breach of any of the terms and conditions of this agreement
- Abandonment by the employee of the training program / service of the Company

**Recovery:** In case you leave employment with WinWire without serving two months notice, you will pay or we shall have the right to deduct as liquidated damages an amount equivalent to two months salary and allowance (incase, you are currently deputed for an overseas assignment) from any amount that may be due.

In the event of separation from services of the Company, (separation can also include termination on performance grounds), within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of Relocation Reimbursement/Joining Bonus or any other expenses incurred which is not part of the compensation.

**Background Verification:** Upon your joining, WinWire shall, directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. WinWire reserves the right to terminate without notice, the employment contract, at any point during the course of employment, if the background verification report is found incongruent with the information & credentials

provided by you. Additionally, in such an eventuality, WinWire shall require you to refund the salary paid including employee benefits availed, if any, till such date.

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812  
**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878  
**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Validity:** This offer of appointment will not be valid and will be withdrawn under the following circumstances.

- Not reporting to work on the accepted date
- Not agreeing to execute the Employee Proprietary Information, Inventions and Non-competition Agreement
- Unsatisfactory feedback on your credentials from any of the references furnished by you •
- Any other essential information that has been suppressed or falsely provided

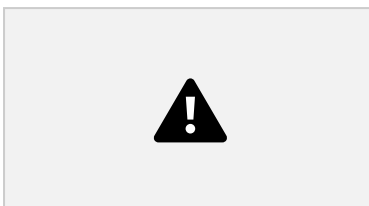
**Please note that individual salary is a confidential matter and not to be discussed with any other employee or 3rd Party.**

**Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.**

We take this opportunity to wish you a long and successful career with us.

Yours sincerely,

**For WinWire Technologies (India) Private Limited**



---

**Satya Kundurthi**  
**Director-HR**

***Please sign a copy of this letter indicating your acceptance of the above terms and conditions of this offer and return a copy to us.***

I have read and accepted this employment offer:

Date

Name:

Signature:

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** “Suraj Ganga Soft Park”, 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com

**CIN:** U72200KA2007PTC044701

**Date: 31<sup>st</sup> January 2020**

To,

YERUKALA AKHIL

Dear **YERUKALA AKHIL**

**Subject: Offer of employment – ‘Software Developer’**

1. In response to your interview with us, we are pleased to offer you the position of **‘Software Developer’** in M/s Test Yantra Software Solutions (India) Pvt. Ltd. (“Company”). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.
2. Your cost to company (CTC) shall be as per the below Schedule.
3. The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
4. You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
5. If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company on or before **31-January-2020**. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
6. The Company’s obligations shall commence on the date of your joining which shall be on or before **03-Feb-2020**.
7. This offer is valid till **03-Feb-2020** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
8. We are confident that you will enjoy being a part of the Company as much as we shall cherish our association with you.
9. You are also requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Feb-2020**.

a) Photocopies of your educational qualifications b) 2 passport size photographs of yourself c) Offer Letter, Relieving letter from previous employer/s, if applicable d) 3 months’ Payslips of previous employer, if applicable	e) PF account details f) Income Tax deduction certificate of previous employer g) Pan Copy h) Passport Copy i) Aadhar Card Copy j) ID Proof & Address Proof
---	--

**Schedule**  
Cost to Company details

<b>SALARY BREAK UP (ANNEXURE A)</b>		
<b>NAME:</b>	<b>YERUKALA AKHIL</b>	
<b>DESIGNATION:</b>	<b>Software Developer</b>	
<b>LOCATION:</b>	<b>Bangalore</b>	
<b>COMPANY/BUSINESS UNIT: Test Yantra Software Solutions Basic and Other Allowances Details</b>		
<b>Cash Flow Head</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	15000	180000
House Rent Allowance	6000	72000
Conveyance Allowance	1600	19200
LTA	1653	19836
Bonus	584	7008
Food Allowance	0	0
Other Allowances	0	0
<b>Monthly / Yearly Gross 24837 298044 Deductions</b>		
EPF Employee	1800	21600
Professional Tax	200	2400
Medical Insurance	200	2400
<b>Total</b>	<b>2200</b>	<b>26400</b>
<b>Net Pay</b>	<b>22637</b>	<b>271644</b>
<b>Benefits</b>		
EPF Employer	1800	21600
Gratuity		15858
GPA Insurance		4500
<b>Total</b>	<b>1800</b>	<b>41958</b>
<b>Total CTC 340002</b>		

Note: Take home Salary is subject to Income Tax deduction as per Section 192B of Income tax act, 1961. You can avail tax reduction, by declaring your Investments to HR team at the time of Joining the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

### **SALARY COMPENSATION AND BENEFITS**

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

#### **STATUTORY BENEFITS**

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit

#### **NON - STATUTORY BENEFITS**

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The

award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

### Annexure 1

### EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this **03-Feb-2020** at Bengaluru.

BY:

**M/S TEST YANTRA SOFTWARE SOLUTIONS (INDIA) PVT. LTD.**, a company incorporated under the Companies Act, 1956, having its registered office at # 50, Brigade MLR, 2<sup>nd</sup> floor, Vani Vilas Road, Basavanagudi Bangalore 560004 represented by its Human Resource (hereinafter may be referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns) of the ONE PART;

AND:

**Chandrasekhar V**, aged about years,. Here in after referred to as the "Employee" or the "Second Party", of the OTHER PART.

The Company and the Employee shall hereinafter, wherever the context may so require, be individually referred to as 'Party' or collectively as 'Parties', as the case may be.

WHEREAS:

1. The Company is engaged in the business of providing software services (the "Business");
2. The Company was looking to hire an employee for the post of '**Software Developer**'. The Employee had applied to the Company for the said post and made several representations regarding his/her qualification and abilities and produced certificates thereof. Based on an interview conducted by the Company and based on the representations made by the Employee, the Company has agreed to appoint the Employee for the said post, on the terms and conditions set forth herein below.

NOW THIS EMPLOYMENT AGREEMENT SHALL WITNESSETH AS FOLLOWS;

**1. APPOINTMENT:**

The Company hereby appoints the Employee as '**Software Developer**'. The Employee hereby accepts the said appointment and agree to work diligently and serve the Company in the said capacity or in such other posts/ designations as the Company may prescribe and/or promote from time to time. The Employee shall be responsible to perform duties more fully described in Schedule A hereto.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

The Employee shall report on **03-Feb-2020**. The obligations of the Company towards the Employee shall commence only on and after the date of joining. However, the Employee's obligations under the Agreement shall commence on the date of execution of the Agreement.

The Employee shall report to Test Yantra and/or to such other person or persons as the Company deems fit to be his/her supervisor from time to time. In addition, the Employee shall carry out such other duties and functions as may be assigned to him/her by the Company from time to time.

The Employee's place of work, for the time being, shall be at Bengaluru. However, the Company may relocate/ transfer/ depute the Employee to any of its branches or client's place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, the Employee agrees to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

The Employee shall be on probation for the first six months and only after his/her successful completion of probationary period, the Company will issue a letter of confirmation of employment. In the event, the Company is not satisfied with the performance of the Employee during the probationary period, the Company is entitled to terminate this agreement with immediate effect and the Employee agrees and undertakes to not make any claim on the Company whatsoever.

The terms of this Agreement shall continue to bind Employee until it is terminated in accordance

with this Agreement, irrespective of the fact that Employee may be promoted, transferred or seconded to any other place.

The working hours of the Employee shall follow the operating hours of the Company. When working on relocation/ transfer/ deputation, the working hours shall follow the operating hours of such place of work. But the Employee understands that from time to time he/she is required to work additional unpaid hours in order to carry out the duties promptly and efficiently.

The Company shall provide training to the Employee for the first month for better discharge of the roles and responsibility by the Employee. However, the Employee may choose to seek special training on any specific area from the Company and in such an event, the Company will at its cost provide the special training to the Employee. However, post completion of the training the Employee shall compulsorily work in the Company and provide his/her services for a minimum period of one year and on the terms and conditions as may be agreed between the Parties under a separate agreement to be executed by the Parties prior to commencement of the special training.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

## **2. EMOLUMENTS:**

The Employee's total compensation (Cost to the Company) shall be as per the above-mentioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.

Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.

All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

## **3. TERM AND TERMINATION:**

The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.



Either party may terminate this agreement by giving **One (1) month** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in lieu of such notice shall be necessary.

Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.

In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.

**Summary dismissal**:- The Company may dismiss the Employee immediately and without notice if, the employee:

- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
- (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
- (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
- (d) Expressly or by implication repudiates this Agreement;
- (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
- (f) Is convicted of any criminal offence, or under any law;
- (g) Is accused of any offence involving moral turpitude;

#### **4. LEAVES:**

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time.

## 5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:

The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

entity contrary to the provisions of this Agreement then the Company shall be entitled to claim damages from the Employee.

**Non-Compete:** For a period of Two (2) Years following the termination of this Agreement in any manner whatsoever, the employee is prohibited from establishing or conducting alone or with other persons whether gratuitously or for remuneration, any business in India which competes with same clients for the same business with the Company.

Nothing contained in the previous/ above clause shall apply to:

- (a) information that is in the public domain; and
- (b) information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

The Employee agrees and undertakes not to either directly or indirectly solicit the employees,

customers, clients of the Company post termination of the his/her employment in the Company.

#### **6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:**

The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

#### **7. EMPLOYEE'S OBLIGATIONS:**

The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.

The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.

Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.

The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.

During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

#### **8. DOCUMENTS PROVIDED TO THE COMPANY:**

The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information

The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or

in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.

This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.

If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

#### **9. DISPUTE RESOLUTION AND GOVERNING LAW:**

In the event of any dispute between the parties, such dispute shall be referred to the sole arbitrator appointed by the Company. The place of arbitration shall be in Bengaluru. The award passed by the Arbitrator shall be final and binding on the parties.

Subject to Clause 9.1, this Agreement shall be governed by the laws of India irrespective of conflict of law provisions and the Courts in Bengaluru shall have the exclusive jurisdiction to deal with the disputes arising out of this Agreement.

**10. Notice:** Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by email and then confirmed by Speed Post, in the manner as elected by the Party giving such notice to the following addresses:

(a) In the case of notices to the Company:

Address: 50, Brigade MLR, Vani Vilas Road, Basavanagudi, Bangalore 560004

Attention : HR Department

E-mail : hr@testyantra.com

(b) In the case of notices to the Employee:

Address : House # 112, Joma Cottage Jagadish Nagar

1<sup>st</sup> main road, 8<sup>th</sup> cross, New Thippasandra , Bangalore 560075

Telephone : 8217788006

E-mail : itagi89@gmail.com

All notices shall be deemed to have been validly given on (a) the Business Day immediately after the date of transmission with confirmed answer back, if transmitted by facsimile/electronic transmission, or (b) the Business Day of receipt, if transmitted by courier or registered airmail.

Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

IN WITNESS THEREOF the parties hereto have set and subscribed their respective signatures and seal on the day, month and year first written herein above:

**M/s Test Yantra Software Solutions (India) Pvt. Ltd, Employee represented  
by its authorised signatory**

**Authorised Signatory Signature**

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184553162/Hyderabad**  
**Date: 09/10/2018**

Mr. MOHAMMED ALTHAF HUSSAIN  
N.R peta  
Kurnool-518002,  
Andhrapradesh.

Dear MOHAMMED ALTHAF HUSSAIN

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

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

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20184553162



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ` **10,200/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ` **4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of of ` **7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

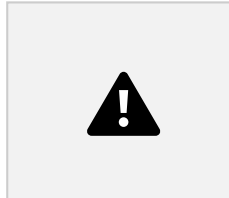
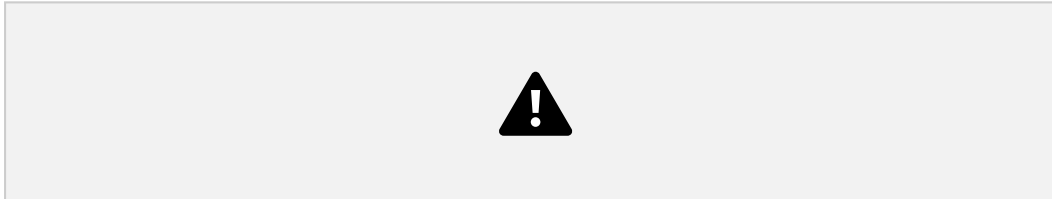
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the

Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

2

**TCS Confidential**

**TCSL/DT20184553162**



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance

Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

3

TCS Confidential

TCSL/DT20184553162



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)** You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS



## **Provident Fund**

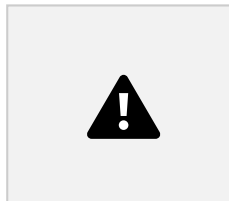
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## **Gratuity**

4

TCS Confidential

TCSL/DT20184553162



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

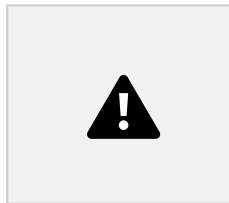
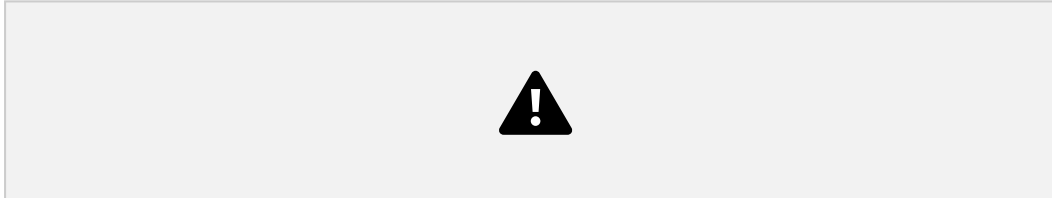
### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

**TCS Confidential**

**TCSL/DT20184553162**



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,

business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This

6

TCS Confidential

TCSL/DT20184553162



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

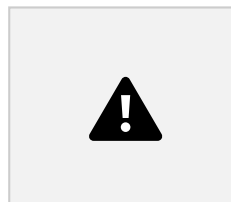
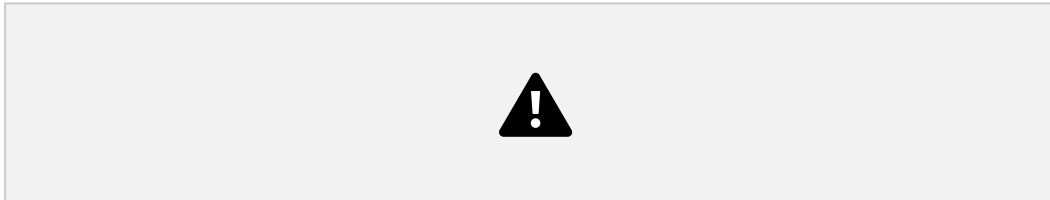
#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving

7

TCS Confidential

TCSL/DT20184553162



notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

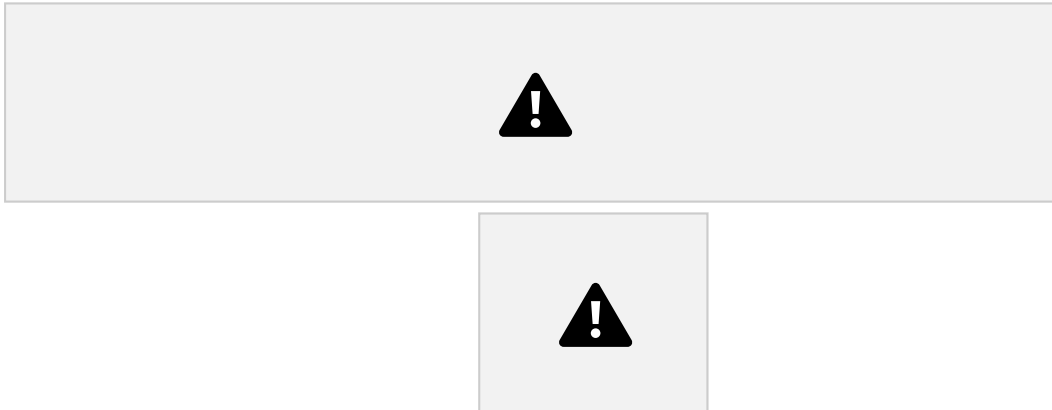
At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

8

**TCS Confidential**

**TCSL/DT20184553162**



Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India - Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous

employer The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

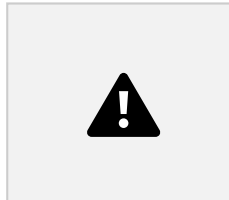
## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

9

TCS Confidential

TCSL/DT20184553162

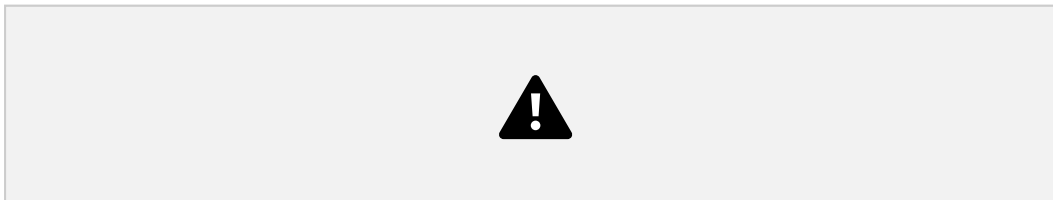


## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

**TCS Confidential**

**TCSL/DT20184553162**



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**



**K Ganesan**  
**Global Head Talent Acquisition & AIP**

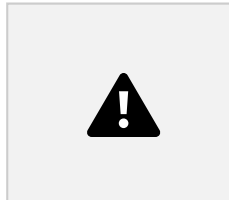
Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms **TCS Confidential**

[Click here](#) or use a QR code scanner from your mobile to validate the offer letter



11

TCSL/DT20184553162



**GROSS SALARY SHEET Annexure 1**

<b>Name</b>	<b>MOHAMMED ALTHAF HUSSAIN</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200

<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	27,415	3,36,875

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme. \*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

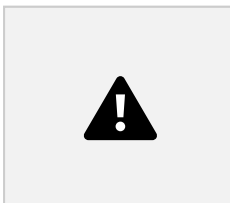
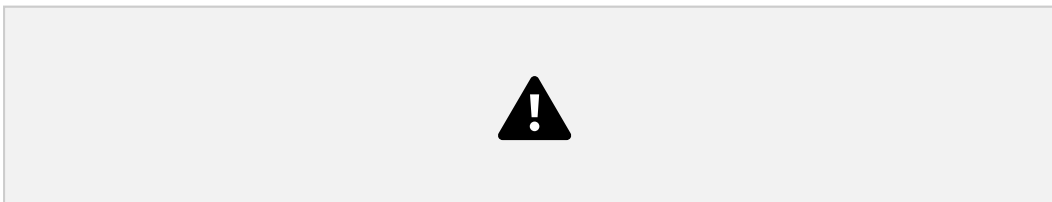
Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	13,000	1,56,000

TCS Confidential

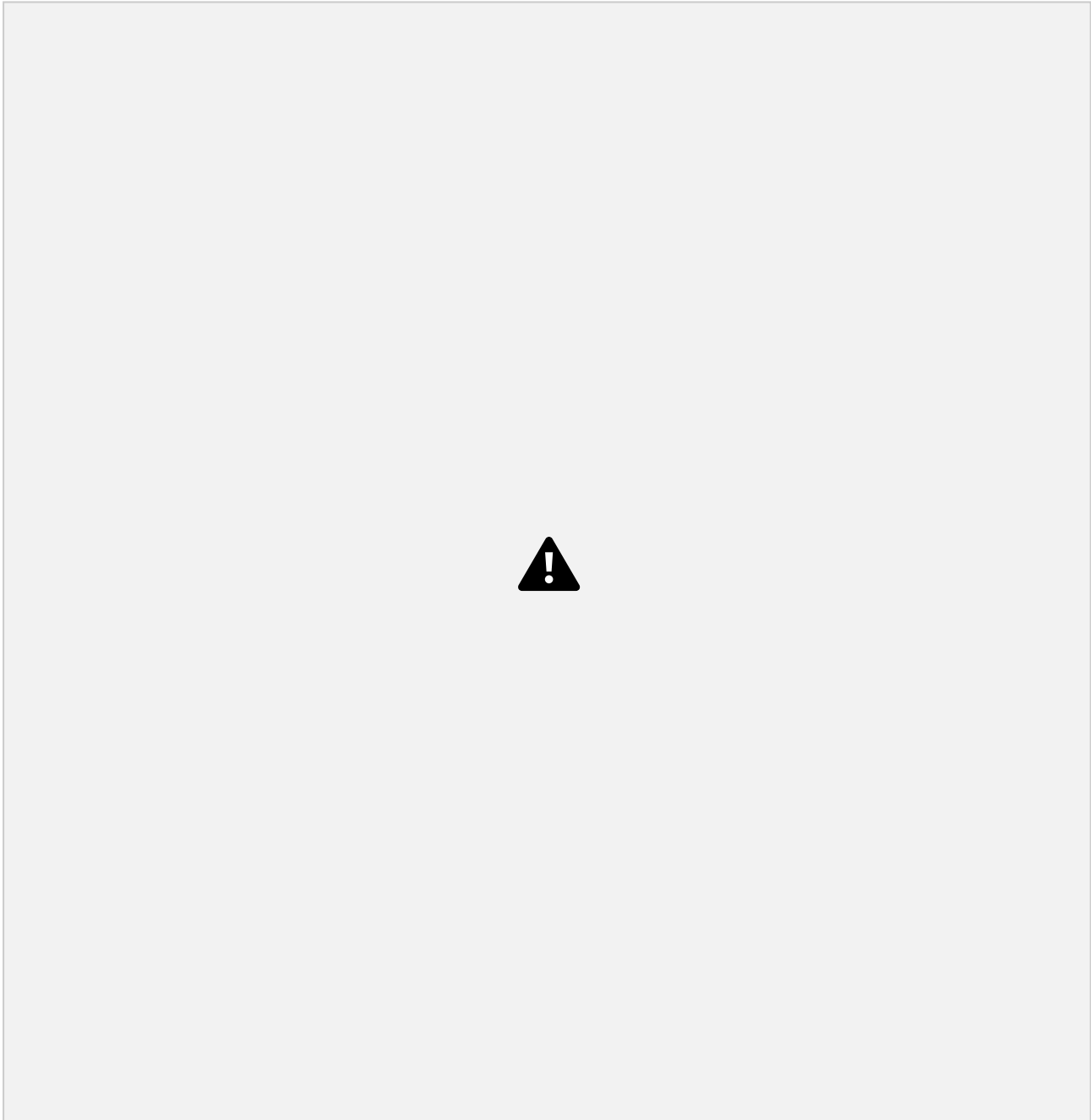
12

TCSL/DT20184553162



Annexure

13



TCS Confidential

13

TCSL/DT20184553162



Annexure  
14

**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its

Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

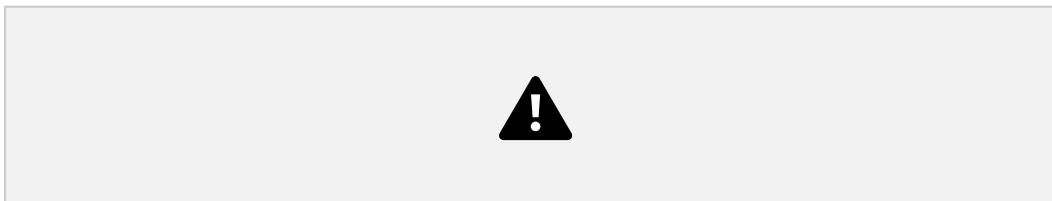
(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.

**TCS Confidential**

**TCSL/DT20184553162**



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential

Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

TCS Confidential

TCSL/DT20184553162



### 4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part

of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### **7. Restriction on Retainer/Consultant's Rights**

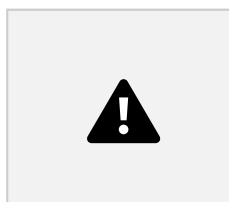
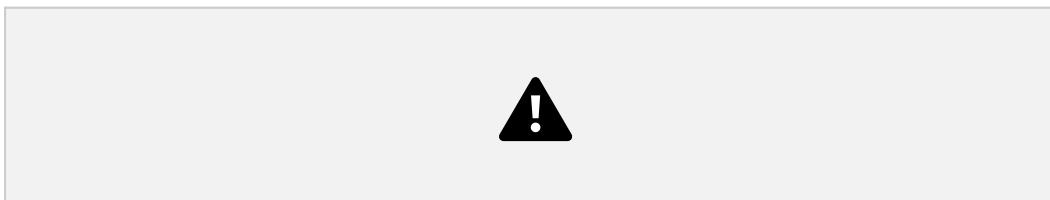
The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.

TCS Confidential

TCSL/DT20184553162



### **9. Equitable Rights**

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this

Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

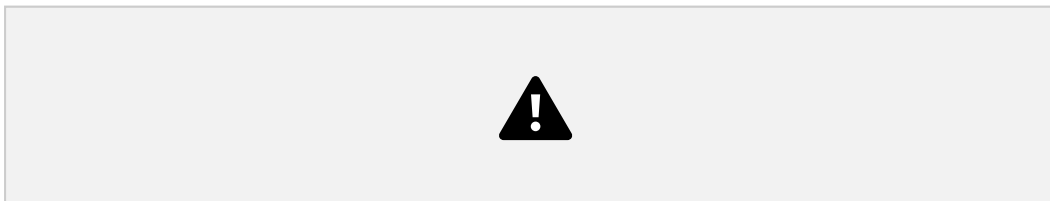
(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

**TCS Confidential**

**TCSL/DT20184553162**



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## 11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

18

TCS Confidential

TCSL/DT20184553162



HRD/3T/19-20/13026321

Mr. MOHAMMED ALTHAF HUSSAIN  
Candidate ID: 13026321 July 09, 2019 H No 76/53,  
N.R. PET  
Kurnool - 518003  
Andhra Pradesh



India  
Ph: (91) 73069 51282

Dear HUSSAIN

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**

**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](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.07.09 03:57:34 +05:30  
Reason: Offer Letter  
Location: Bangalore

*Company Confidential - This communication is confidential between you and Infosys  
Limited. Page 1 of 8*



HRD/3T/19-20/13026321 July 09, 2019

Mr. MOHAMMED ALTHAF HUSSAIN  
Candidate ID: 13026321  
H No 76/53,  
N.R. PET  
Kurnool - 518003  
Andhra Pradesh

Dear HUSSAIN

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **December 30, 2019**.

### **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 Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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.

*Company Confidential - This communication is confidential between you and Infosys Limited. Page 2 of 8*



### **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, 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 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide

for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement:**

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

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance- linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** 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

*Company Confidential - This communication is confidential between you and Infosys Limited. Page 3 of 8*



#### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' 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.

*Company Confidential - This communication is confidential between you and Infosys Limited. Page 4 of 8*



## 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 **2018 -2019**. 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 name Location

**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](http://www.infosys.com)

*Company Confidential - This communication is confidential between you and Infosys Limited. Page 6 of 8*



**ANNEXURE - I**

**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. MOHAMMED ALTHAF HUSSAIN
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>

<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)	150

<b>3. RETIRAL BENEFITS</b>	
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>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (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				

Company Confidential - This communication is confidential between you and Infosys Limited.

Page 7 of 8



**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS
----------------------

(All figures in INR. per month)

NAME	Mr. MOHAMMED ALTHAF HUSSAIN
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
MONTHLY GROSS SALARY	<b>22,328</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)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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 (subject to submission of Trainee Agreement)</b>	12,000 (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



**Date: 31<sup>st</sup> January 2020**

To,

REDDYPOGU ANANDAMMA

Dear **REDDYPOGU ANANDAMMA**

**Subject: Offer of employment – ‘Software Developer’**

1. In response to your interview with us, we are pleased to offer you the position of **‘Software Developer’** in M/s Test Yantra Software Solutions (India) Pvt. Ltd. (“Company”). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.
2. Your cost to company (CTC) shall be as per the below Schedule.
3. The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
4. You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
5. If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company on or before **31-January-2020**. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
6. The Company’s obligations shall commence on the date of your joining which shall be on or before **03-Feb-2020**.
7. This offer is valid till **03-Feb-2020** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
8. We are confident that you will enjoy being a part of the Company as much as we shall cherish our association with you.
9. You are also requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Feb-2020**.

a) Photocopies of your educational qualifications b) 2 passport size photographs of yourself c) Offer Letter, Relieving letter from previous employer/s, if applicable d) 3 months’ Payslips of previous employer, if applicable	e) PF account details f) Income Tax deduction certificate of previous employer g) Pan Copy h) Passport Copy i) Aadhar Card Copy j) ID Proof & Address Proof
---	--

**Schedule**  
Cost to Company details

<b>SALARY BREAK UP (ANNEXURE A)</b>		
<b>NAME:</b>	<b>REDDYPOGU ANANDAMMA</b>	
<b>DESIGNATION:</b>	<b>Software Developer</b>	
<b>LOCATION:</b>	<b>Bangalore</b>	
<b>COMPANY/BUSINESS UNIT: Test Yantra Software Solutions Basic and Other Allowances Details</b>		
<b>Cash Flow Head</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	15000	180000
House Rent Allowance	6000	72000
Conveyance Allowance	1600	19200
LTA	1653	19836
Bonus	584	7008
Food Allowance	0	0
Other Allowances	0	0
<b>Monthly / Yearly Gross 24837 298044 Deductions</b>		
EPF Employee	1800	21600
Professional Tax	200	2400
Medical Insurance	200	2400
<b>Total</b>	<b>2200</b>	<b>26400</b>
<b>Net Pay</b>	<b>22637</b>	<b>271644</b>
<b>Benefits</b>		
EPF Employer	1800	21600
Gratuity		15858
GPA Insurance		4500
<b>Total</b>	<b>1800</b>	<b>41958</b>
<b>Total CTC 340002</b>		

Note: Take home Salary is subject to Income Tax deduction as per Section 192B of Income tax act, 1961. You can avail tax reduction, by declaring your Investments to HR team at the time of Joining the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

## **SALARY COMPENSATION AND BENEFITS**

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

### **STATUTORY BENEFITS**

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit

### **NON - STATUTORY BENEFITS**

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

Annexure 1  
EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this **03-Feb-2020** at Bengaluru.

BY:

**M/S TEST YANTRA SOFTWARE SOLUTIONS (INDIA) PVT. LTD.**, a company incorporated under the Companies Act, 1956, having its registered office at # 50, Brigade MLR, 2<sup>nd</sup> floor, Vani Vilas Road, Basavanagudi Bangalore 560004 represented by its Human Resource (hereinafter may be referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns) of the ONE PART;

AND:

**Chandrasekhar V**, aged about years,. Here in after referred to as the "Employee" or the "Second Party", of the OTHER PART.

The Company and the Employee shall hereinafter, wherever the context may so require, be individually referred to as 'Party' or collectively as 'Parties', as the case may be.

WHEREAS:

1. The Company is engaged in the business of providing software services (the“Business”);
2. The Company was looking to hire an employee for the post of **‘Software Developer’**. The Employee had applied to the Company for the said post and made several representations regarding his/her qualification and abilities and produced certificates thereof. Based on an interview conducted by the Company and based on the representations made by the Employee, the Company has agreed to appoint the Employee for the said post, on the terms and conditions set forth hereinbelow.

NOW THIS EMPLOYMENT AGREEMENT SHALL WITNESSETH AS FOLLOWS;

**1. APPOINTMENT:**

The Company hereby appoints the Employee as **‘Software Developer’**. The Employee hereby accepts the said appointment and agreesto work diligently and serve the Company in the said capacity or in such other posts/ designations as the Company may prescribe and/or promote from time to time. The Employee shall be responsible to perform duties more fully described in Schedule A hereto.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

The Employee shall report on **03-Feb-2020**. The obligations of the Company towards the Employee shall commence only on and after the date of joining. However, the Employee’s obligations underthe Agreementshall commence on the date of execution of the Agreement.

The Employee shall report to Test Yantra and/or to such other person or persons as the Company deems fit to be his/her supervisor from time to time. In addition, the Employee shall carry out such other duties and functions as may be assigned to him/her by the Company from time to time.

The Employee’s place of work, for the time being, shall be at Bengaluru. However, the Company may relocate/ transfer/ depute the Employee to any of its branches or client’s place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, the Employee agrees to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

The Employee shall be on probation for the first six months and only after his/her successful completion of probationary period, the Company will issue a letter of confirmation of employment. In the event,the Company is notsatisfiedwith the performance of the Employee during the probationary period, the Company is entitled to terminate this agreement with immediate effect and the Employee agrees and undertakes to not make any claim on the Company whatsoever.

The terms of this Agreement shall continue to bind Employee until it is terminated in accordance

with this Agreement, irrespective of the fact that Employee may be promoted, transferred or seconded to any other place.

The working hours of the Employee shall follow the operating hours of the Company. When working on relocation/ transfer/ deputation, the working hours shall follow the operating hours of such place of work. But the Employee understands that from time to time he/she is required to work additional unpaid hours in order to carry out the duties promptly and efficiently.

The Company shall provide training to the Employee for the first month for better discharge of the roles and responsibility by the Employee. However, the Employee may choose to seek special training on any specific area from the Company and in such an event, the Company will at its cost provide the special training to the Employee. However, post completion of the training the Employee shall compulsorily work in the Company and provide his/her services for a minimum period of one year and on the terms and conditions as may be agreed between the Parties under a separate agreement to be executed by the Parties prior to commencement of the special training.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

## **2. EMOLUMENTS:**

The Employee's total compensation (Cost to the Company) shall be as per the above-mentioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.

Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.

All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

## **3. TERM AND TERMINATION:**

The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.

Either party may terminate this agreement by giving **One (1) month** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in lieu of such notice shall be necessary.

Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.

In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.

**Summary dismissal**:- The Company may dismiss the Employee immediately and without notice if, the employee:

- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
- (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
- (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
- (d) Expressly or by implication repudiates this Agreement;
- (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
- (f) Is convicted of any criminal offence, or under any law;
- (g) Is accused of any offence involving moral turpitude;

#### **4. LEAVES:**

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time.

## 5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:

The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

entity contrary to the provisions of this Agreement then the Company shall be entitled to claim damages from the Employee.

**Non-Compete:** For a period of Two (2) Years following the termination of this Agreement in any manner whatsoever, the employee is prohibited from establishing or conducting alone or with other persons whether gratuitously or for remuneration, any business in India which competes with same clients for the same business with the Company.

Nothing contained in the previous/ above clause shall apply to:

- (a) information that is in the public domain; and
- (b) information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

The Employee agrees and undertakes not to either directly or indirectly solicit the employees,



customers, clients of the Company post termination of the his/her employment in the Company.

#### **6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:**

The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

#### **7. EMPLOYEE'S OBLIGATIONS:**

The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.

The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.

Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.

The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.

During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

#### **8. DOCUMENTS PROVIDED TO THE COMPANY:**

The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information

The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or

in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.

This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.

If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235

CIN: U72200KA2007PTC044701

#### **9. DISPUTE RESOLUTION AND GOVERNING LAW:**

In the event of any dispute between the parties, such dispute shall be referred to the sole arbitrator appointed by the Company. The place of arbitration shall be in Bengaluru. The award passed by the Arbitrator shall be final and binding on the parties.

Subject to Clause 9.1, this Agreement shall be governed by the laws of India irrespective of conflict of law provisions and the Courts in Bengaluru shall have the exclusive jurisdiction to deal with the disputes arising out of this Agreement.

**10. Notice:** Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by email and then confirmed by Speed Post, in the manner as elected by the Party giving such notice to the following addresses:

(a) In the case of notices to the Company:

Address: 50, Brigade MLR, Vani Vilas Road, Basavanagudi, Bangalore 560004

Attention : HR Department

E-mail : hr@testyantra.com

(b) In the case of notices to the Employee:

Address : House # 112, Joma Cottage Jagadish Nagar

1<sup>st</sup> main road, 8<sup>th</sup> cross, New Thippasandra , Bangalore 560075

Telephone : 8217788006

E-mail : itagi89@gmail.com

All notices shall be deemed to have been validly given on (a) the Business Day immediately after the date of transmission with confirmed answer back, if transmitted by facsimile/electronic transmission, or (b) the Business Day of receipt, if transmitted by courier or registered airmail.

Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

IN WITNESS THEREOF the parties hereto have set and subscribed their respective signatures and seal on the day, month and year first written herein above:

**M/s Test Yantra Software Solutions (India) Pvt. Ltd, Employee represented  
by its authorised signatory**

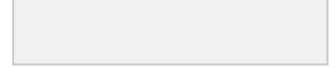
## Authorised Signatory Signature

HR\_OL\_2.0

50, 2<sup>nd</sup> Floor, Brigade MLR Centre, Vani Vilas Road, Basavanagudi Bangalore 560004

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

Phone: 91-(080)-41204235



27-Apr-2019

Dear Anushka U,  
B.Tech/B.E., Computer Science & Engineering  
G Pullaiah College of Engineering and Technology

Candidate ID – 13061627

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

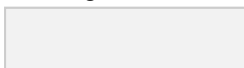
Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



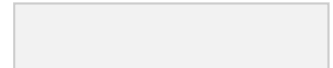
Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



#### Annexure A

Name: Anushka U Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4years and 240calendar days of continuous service, payable as per Payment of Gratuity Act

• Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

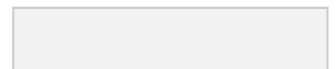
Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>-> Total Rewards App for more details

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



27-Apr-2019

Dear Ashwitha Epuri,  
B.Tech/B.E., Computer Science & Engineering  
G Pullaiah College of Engineering and Technology

Candidate ID – 13061628

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



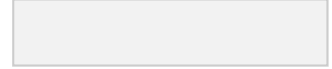
Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Annexure A

Name: Ashwitha Epuri Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

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

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

# PF is contributed at12% of your basic. If you are an International worker, it is contributed at12% of your monthly gross compensation excluding HRA.



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

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

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

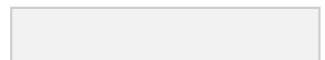
Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



27-Apr-2019

Dear S Asia Fathima ,  
B.Tech/B.E., Computer Science & Engineering  
G Pullaiah College of Engineering and Technology

Candidate ID – 13061654

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

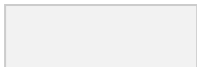
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60 aggregate (all subject taken into consideration) with no   standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with the evidence of your right to work in India and other such documents as Cognizant may request.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



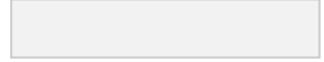
Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature: Date:

R'l'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



### Annexure A

Name: Sainithesh Devarsetty Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60 <input type="checkbox"/> <input type="checkbox"/> of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

• Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12 of your basic. If you are an International worker, it is contributed at 12 of your monthly gross compensation excluding HRA.

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

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

**\*\* Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

**\*\*\* Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account. **\*\*\*\* Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

Rt'd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

**Login to <https://onecognizant.cognizant.com>-> Total Rewards App for more details**

Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



**Date:** 23<sup>rd</sup> December 2019

Ms. B. MaryLeela,

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear **MaryLeela**,

We are pleased to offer you a position as a **Software Design Trainee** with WinWire Technologies India Private Limited, a subsidiary of WinWire Technologies, Incorporated. We are sure that WinWire will provide you with a satisfying and challenging work environment along with a successful growth path.

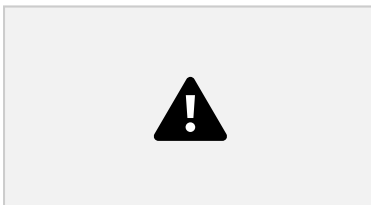
You will initially be receiving a consolidated salary of **Rs.25,000/- Per Month (Rupees Twenty five thousand only)** for a period of one year. In addition to your salary, you are eligible for a retention bonus of **Rs. 60,000/- Per Annum (Rupees Sixty thousand only)** which will be processed and paid upon your successful completion of two years in the organization. Terms and conditions that will affect your employment are contained in Exhibit A.

Looking forward to your acceptance of this offer (which expires by end of day on **24<sup>th</sup> December 2019**) & joining us on **2<sup>nd</sup> January 2020**.

We look forward to a mutually rewarding association with you at WinWire.

Yours sincerely,

**For WinWire Technologies (India) Private Limited**



---

**Satya Kundurthi**  
**Director-HR**

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Exhibit A**

## **TERMS AND CONDITIONS OF EMPLOYMENT**

You are expected to devote your full business time, attention and energies to the training and performance of your duties with the Company. Your place of reporting will be **Hyderabad**, India. Upon successful completion of the training, your place of work will be either **Hyderabad/Bengaluru** based on the project need. Under the terms of this agreement, and without the need to terminate the employment relationship, the Company in order to impart effective training in various aspects which will prove beneficial to you may arrange for you to obtain such training in any department as it may think fit and necessary. The Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

You also hereby consent and agree to any amendments to these terms and conditions of employment, as deemed necessary by WinWire Technologies (India) Private Limited. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you.

**Compensation:** Your annual compensation is in accordance with the Company's standard payroll practices for salaried employees in India. The compensation will be subject to the usual deductions including deductions for tax and statutory contribution normally to be withheld by an employer in India and will be subject to adjustment pursuant to the Company's compensation policies in effect and your performance.

In case you are assigned to work outside your normal place of posting, the specific deputation letter would notify you of any changes in the compensation and benefits. In the event you are sent abroad on training and/or project work, you may be required to sign an agreement for service with the Company as per the policy of the Company.

**Employee Benefits:** You will be entitled, during the term of your employment, to the Company's standard health, vacation, and other benefits covering employees in positions similar to yours and based in India. Employer contributions and employee deductions will be paid into the appropriate mandated plans as opted by you. A list of public holidays recognized by the Company and other benefits information will be provided to you once you join the Company. If you are deputed for an overseas assignment, the deputation letter specific to your place of posting will specify the leave entitlements.

**Proprietary Information and Inventions Agreement:** You will be required to sign the WinWire Technologies standard Proprietary Information and Inventions Agreement, a copy of which will be provided to you on the date of joining. You may also be required to sign the proprietary and Inventions Agreement of our client(s), you are assigned to.

### **WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Period of Employment:** Your position with the Company will be probationary from the commencement date of this agreement until the expiration of a period of 1 Year. During this period. The age of retirement shall be 58



years and on superannuation you shall be entitled to such benefits as are available under the law and or the rules framed by the Company.

**Termination of employment:** Company may at anytime terminate your employment by giving you two months notice in writing or by paying two months salary in lieu of notice. You may also terminate this agreement by giving two months notice in writing or by paying two months salary in lieu of notice. However, releasing you prior to the stipulated two months of notice time is purely left to the management and you shall serve the Company up to the two months notice term if management wishes.

Your employment may be terminated by the Company without notice or payment in lieu thereof if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the agreement for any period of time. Any one of the following shall constitute default on the part of the employee as mentioned below.

- Unauthorized absence by the employee for a period of 4 consecutive days
- Willful negligence on the part of the employee during training period/service thereafter •  
Willful negligence and disobedience of the supervisor's directions/instructions
- Lack of proper attitude by the employee in the training program or during his service with the Company •  
Unsatisfactory performance on the part of the employee
- Breach of any of the terms and conditions of this agreement
- Abandonment by the employee of the training program / service of the Company

**Recovery:** In case you leave employment with WinWire without serving two months notice, you will pay or we shall have the right to deduct as liquidated damages an amount equivalent to two months salary and allowance (in case, you are currently deputed for an overseas assignment) from any amount that may be due.

In the event of separation from services of the Company, (separation can also include termination on performance grounds), within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of Relocation Reimbursement/Joining Bonus or any other expenses incurred which is not part of the compensation.

**Background Verification:** Upon your joining, WinWire shall, directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. WinWire reserves the right to terminate without notice, the employment contract, at any point during the course of employment, if the background verification report is found incongruent with the information & credentials provided by you. Additionally, in such an eventuality, WinWire shall require you to refund the salary paid including employee benefits availed, if any, till such date.

### **WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** "Suraj Ganga Soft Park", 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com



**Validity:** This offer of appointment will not be valid and will be withdrawn under the following circumstances.

- Not reporting to work on the accepted date
- Not agreeing to execute the Employee Proprietary Information, Inventions and Non-competition Agreement

- Unsatisfactory feedback on your credentials from any of the references furnished by you •
- Any other essential information that has been suppressed or falsely provided

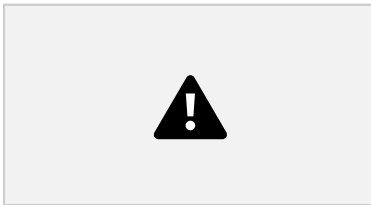
**Please note that individual salary is a confidential matter and not to be discussed with any other employee or 3rd Party.**

**Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.**

We take this opportunity to wish you a long and successful career with us.

Yours sincerely,

**For WinWire Technologies (India) Private Limited**



---

**Satya Kundurthi**  
**Director-HR**

***Please sign a copy of this letter indicating your acceptance of the above terms and conditions of this offer and return a copy to us.***

I have read and accepted this employment offer:

Date

Name:

Signature:

**WinWire Technologies India Private Limited**

**Registered Office:** Jyothi Pinnacle, 9<sup>th</sup> Floor, Hitech City Road, Whitefields, Kondapur, Hyderabad – 500084. Ph: +91 9133888812

**Bengaluru:** “Suraj Ganga Soft Park”, 3rd Floor, #34, 1st Main Road, 3rd Phase, JP Nagar, Bangalore - 560 078. Ph: 080 2658 7878

**CIN:** U72200TG2007PTC053638. **Website:** www.WinWire.com

**ULTS/PF/APT/09-2019/079 Date: September 17, 2019**

**APPOINTMENT LETTER**

Mr. Bharath Nageti,  
87-1304/M, Somisetty Nagar  
Kurnool (Dist),  
Andhra Pradesh - 518002

**Dear Mr. Bharath Nageti,**

of  
at  
  
a



Congratulations!

We are delighted to appoint you on the role 'Associate Engineer' M/s UL Technology Solutions Private limited (hereinafter ULTS/The Company), subsidiary of ULCCS LTD. The position will be based out of Kozhikode, Kerala.

At the ULTS, a plethora of opportunities are awaiting you to kickstart your career. We would like you to go

through the below sections to familiarise yourself with the terms of your appointment.

### 1. Date of Joining

You shall be required to join our organisation on **October 1, 2019** by accepting this offer and your appointment shall be effective from then onward.

This offer is valid for 3 days from the date of this letter. You are requested to send an email to [campusconnect@ults.in](mailto:campusconnect@ults.in) to confirm your joining. If we are not in receipt of your acceptance email on time, or if you haven't joined ULTS by the aforementioned date after accepting this offer, this offer will be deemed to have been declined by you, unless otherwise communicated to you by ULTS in writing.

### 2. Compensation and Benefits

Your monthly and annual compensation is detailed in Annexure 1.

You are eligible for a one-time relocation allowance at the time of joining. Your relocation allowances include one-week accommodation by the company. You can also claim reimbursement of three-tier air-conditioned train/bus ticket for the shortest route to Kozhikode from your permanent residing location by producing journey tickets.

### 3. Probation

Your employment is subject to satisfactory completion of **one-year probationary** period. The confirmation of your employment will be based on assessment of your conduct, demeanor, abilities and performance. In case you intend to leave our services during the probation period, you need to give one month's notice. Also, ULTS can end your services by giving one month's notice or salary thereof.

### 4. Medical Insurance

You will be eligible to get ESI benefits. Details of the policy will be available to you on joining.

### 5. Travel & Transfer

You may be transferred anywhere in India or abroad, as per the business needs of the company. Also, you may need to travel within India or abroad. Such transfer or travel may not warrant any revision in your compensation. However, you will be eligible to claim travel allowances as per the company policies. Travel expenses should be settled within the timeframe as stated in the travel policies.

### 6. Business Conduct & Ethics

While you are in the

service, you will devote your whole time and attention towards promoting the interest and brand equity of ULTS / parent organisation & its associates. You should not undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organisation/ entity without the written consent of ULTS. The company reserves the right to grant consent. You should uphold the ethics and values of our company in all your actions.

## 7. Confidentiality

The protection of information and proprietary materials is very important for ULTS.

You should not divulge to any person or utilise any of the ULTS' / parent organisation and its associates' confidential information, intellectual property or any other related information (which you may possess by reason of your association with the ULTS) with any parties outside the ULTS either during or after your employment. Any act in breach of this term would invite appropriate action by the ULTS.

## 8. IT Security Practice and Procedures

While you are in the service of the ULTS, you will adhere to the IT security practices and procedures as prescribed by ULTS. Any instances of violation or any attempted violations on your part shall result in disciplinary action.

## 9. Holidays and Leave

You will be eligible for holidays and leave as per the policies of the ULTS.

## 10. Notice Period & Separation

You will be required to give three months' notice in case you decide to leave our services after your probationary period. Also, the ULTS can end your services by giving three months' notice or salary thereof. On termination of the employment and/ or your resignation, you shall handover all the company properties like tools, accessories, documents, specifications, books, etc. of whatsoever nature or media in your custody, care or charge to the person nominated by ULTS.

## 11. Non- Competition

Following the termination of employment for any reason, you should not hire or attempt to hire any current employees of the ULTS for a period of six months. Also, you should not solicit business from the clients of ULTS or its allied institutions/ organisations with whom you have done business as ULTS employee in one year immediately preceding your termination.

## 12. Required Documents

On the day of your joining, you are required to submit a signed copy of this letter along with the following documents:

- Photo ID proof – PAN & Aadhaar Card
- Four passport size photograph

•

•

•

•

•

a



HSC Certificate &  
Secondary Certificate  
Graduation Certificate/  
PG

Experience certificate  
Relieving certificate  
Valid Passport Copy (if  
not available apply for  
new)

In the event of  
government  
body/authority  
exercising its  
jurisdiction  
and statutory

power/authority seeks information pertaining to any aspect of your employment, the ULTS shall provide such information to the government body/authority without any notification to you.

This offer and your employment with the ULTS are subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Assuring you all support, we look forward to you embarking on an exciting career with us. For any clarifications, reach out to [campusconnect@ults.in](mailto:campusconnect@ults.in) or at 8113982225

Yours Sincerely,  
**For UL Technology Solutions Private Limited**

#### **Authorized Signatory**

I have read, and understood all the terms and conditions as set forth herein and I agree to be bound by the hereby accept my appointment with the ULTS.

Name.....

....Signature..... Date of

Joining.....

#### **Annexure 1**

Designation	<b>Associate Engineer</b>	
Career Level	<b>5</b>	
<b>Fixed Salary (A)</b>		
	<b>Per Month</b>	<b>Per Annum</b>
Basic	Rs. 11,700/-	Rs. 1,40,400/-
HRA	Rs. 3,300/-	Rs. 39,600/-
<b>Total (A)</b>	<b>Rs. 15,000/-</b>	<b>Rs. 1,80,000/-</b>
<b>Company Contributions (B)</b>		
ESI	Rs. 488/-	Rs. 5856/-
EPF	Rs. 1,404/-	Rs. 16,848/-
Welfare Fund	Rs. 20/-	Rs. 240/-
<b>Total (B)</b>	<b>Rs. 1,912/-</b>	<b>Rs. 22,944/-</b>
<b>Cost to Company</b>	<b>(A+B) Rs. 16,912/-</b>	<b>Rs. 2,02,944/-</b>



\* Gratuity shall be paid out based on the provisions of The Payment of Gratuity Act of 1972.



Í”\_ÈBha?Î

HRD/3T/19-20/13026313

Ms. Bhavana Samudrala  
Candidate ID: 13026313 July 08, 2019 45-203 A 59/4,  
V.R.Colony, Road No:2  
Kurnool - 518003  
Andhra Pradesh  
India  
Ph: (91) 97043 32525

Dear Bhavana,

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**

**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](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.07.08 19:48:18 +05:30  
Reason: Offer Letter  
Location: Bangalore

*Company Confidential - This communication is confidential between you and Infosys  
Limited. Page 1 of 8*



HRD/3T/19-20/13026313 July 08, 2019

Ms. Bhavana Samudrala  
Candidate ID: 13026313  
45-203 A 59/4,  
V.R.Colony, Road No:2  
Kurnool - 518003  
Andhra Pradesh  
India  
Ph: (91) 97043 32525

Dear Bhavana,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **November 18, 2019**.

### **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 Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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.

*Company Confidential - This communication is confidential between you and Infosys Limited. Page 2 of 8*



## **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, 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 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Agreement:**

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

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance- linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** 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

Dear Harinath Reddy,

Congratulations & Welcome to **DESIGNCAFE!**

We are delighted to offer you the position of "**Intern**" with **DESIGNCAFE** (GSE-Commerce Private Ltd).

Please find below your official details. Please send in your confirmation by EOD today.

**Position:** Intern

**Team:** Factory

**Start Date:** 16-05-2022

**End Date:** 16-08-2022

**Salary/Stipend:** Rs.

1. Design café will pay INR 5000/- on monthly basis towards expenses.
2. You will be eligible for a stipend of INR 10000/- for 1<sup>st</sup> month, INR 12000/- for 2nd month and INR 15000/- for 3rd month and the total payment of INR 37000/- is payable at the end of Third month on selection. If the intern fails to clear any month's evaluation, then he/she is not eligible for total payment.

**Reporting time:** 10 AM

**Contact person:** Indranil Dutta 9619412430

**Reporting Location:** Bangalore, Karnataka, India, (Factory)

As a **DESIGNCAFE** team member, you get to –

- Work with the smartest people in the industry
- Learn and grow at a super-fast pace

**In short, be part of an organization which is an Amazing Place to Work!**

**Please note:**

Kindly confirm the joining date in order for us to move forward with the process.

In case you can join us before the specified date, please indicate the same with your acceptance.

Our internal teams will be in regular touch with you, so feel free to share your queries/information at any stage.

**Welcome to DESIGNCAFE again.**



## APPOINTMENT LETTER

Date: **Jan 21, 2022**

Name: **Beeram Mallikarjun Reddy**

Address: **Hyderabad**

Dear **Beeram Mallikarjun Reddy**

Subject: Appointment letter for the role of **Measurement Executive - 1**

On behalf of HomeLane.com, we are pleased to offer you the position of **Measurement Executive - 1** at the Company. You will be working out of the Company's **Hyderabad** office. You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer.

The terms and conditions of the employment are below:

### 1.Pre-employment Condition

**a.Verification of References and other Information:** Your employment is subjected to: (a) **HomeLane.com ("the Company")** taking up such references (verbal or written) as it deems appropriate (in its absolute discretion) and the Company confirming to you that it is satisfied with such references (in its absolute discretion); and (b) the successful verification of the information you provided to the Company during your application process, as well as a general background check performed by the Company to confirm your suitability for employment. By accepting this agreement, you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release the Company from any claim or cause of action arising out of the Company's verification of such information. By signing this agreement, you hereby agree to authorize such a verification and background check, consent to the use of your personal data and sensitive personal data for these purposes and agree to sign any and all documents necessary to enable the Company to conduct this verification and background check.

b>Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application are correct and complete in all respects.

### 2.Commencement of Employment

Subject to your satisfying the pre-employment condition in clause 1 above, your employment with the Company will commence on a date that will be mutually agreed upon between you and the Company being no later than **Jan 28, 2022**.

No employment with a previous employer count towards your period of continuous employment with the Company.

The first six calendar months of your employment shall be a probationary period during which your performance and suitability for continued employment will be monitored. The Company may terminate your employment with no advance notice of termination, and with no compensation in lieu of notice. The Company may extend your probationary period for up to a further six calendar months at its absolute discretion. If no confirmation appraisal is done at the end of the first six calendar months, you are deemed to be a confirmed employee of the organization.

### 3.Compensation

Your annual total compensation on a cost-to-Company basis will be **INR 3,50,000** per year as fully described in Annexure-1, subject to deductions for income tax and other statutory deductions required by applicable law.

Relocation policy & Notice pay reimbursement is / are being paid out to you as per your eligibility. It will be paid out along with your salary on submission of bills only. In the event that you resign or your employment with the Company terminates for any reason prior to completion of eighteen months from your start date, you will immediately repay the entire amount to the Company.

### 4.Employee Benefits

The Company will provide you with the opportunity to participate in the standard benefits plans currently available to other similarly situated employees of the Company subject to any eligibility requirements imposed by such plans or the Company and strictly subject to the terms of those plans (in each case as may be varied by the Company or the plan providers from time to time). Your participation is: (a) on the basis that the Company may terminate your employment even if to do so would result in an actual or prospective loss of entitlement to benefits under any benefit plan; (b) subject

to the Company being able to obtain cover or to obtain cover on terms and at a premium which the Company considers reasonable; and (c) subject to the Company being able to change the provider of each benefit and/or the level of cover provided and/or amend the plan in any other way and/or terminate the benefit of any benefit plan(s) on reasonable notice to you.

#### **5. Confidentiality**

Your employment with the Company is conditional to and abiding by the signing of the enclosed "Confidentiality Agreement" in Annexure-2 of this agreement, prior to or on your Date of Commencement. If for any reason you fail to execute the Confidentiality Agreement, you agree that your execution of this agreement constitutes your agreement to be bound by the Confidentiality Agreement.

#### **6. Data Protection and Monitoring**

You consent to the Company to hold and possess information about you (for legal, personnel, administrative and management purposes). This may include (a) your health records and any medical reports (in order to monitor sick leave, make decisions about sick pay, to administer benefits and take decisions as to your fitness to work and the need for adjustments in the workplace); and (b) information required to carry out performance evaluations, disciplinary and grievance hearings and internal investigations (including reports, which may be submitted anonymously, made through any whistle-blowing procedure).

The Company may make such information available to each Group Company, those who provide products or services to the Company and their affiliates (such as advisers and payroll administrators), superannuation fund administrators, regulatory authorities, potential or future employers, governmental or quasi-governmental organizations and potential purchasers of the Company or the business in which you work.

#### **7. Performance of Duties assigned**

You shall perform all the tasks and duties assigned by the company. You shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. The Company reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

You shall not favour any vendor or supplier or any third party due to your personal association with such third party or any other reason which are not subjected to your performance of duties.

Your actions should be based on sound business rationale and shall be in respect of making any personal gains or any other private interest, failure of such the Company retains the right to terminate your employment immediately in the reason of dishonesty, fraud and conflict of interest.

#### **8. Intellectual Property Rights**

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

#### **9. No Conflicting Obligations**

You understand and agree that by accepting this offer of employment, you represent to the Company that your performance will not breach any other agreement to which you are a party and that you have not, and will not during the term of your employment with the Company, enter into any oral or written agreement in conflict with any of the provisions of this agreement or the Company's policies.

You are not to bring with you to the Company, or use or disclose to any person associated with the Company, any confidential or proprietary information belonging to any former employer or other person or entity with respect to which you owe an obligation of confidentiality under any agreement or otherwise. The Company does not need and will not use such information and we will assist you in any way possible to preserve and protect the confidentiality of proprietary information belonging to third parties. Also, we expect you to abide by any obligations to refrain from soliciting any person

employed by or otherwise associated with any former employer and suggest that you refrain from having any contact with such persons until such time as any non-solicitation obligation expires.

#### **10. Adherence to Company's Human Resource Policies**

As an employee, you shall adhere to the Company's standards of professionalism, loyalty, integrity, honesty, reliability and respect for all. Please note that the Company is an equal opportunity employer. The Company does not permit, and will not tolerate, the unlawful discrimination or harassment of any employees, consultants, or related third parties whether on the basis of sex, race, color, religion, age, national origin or ancestry, marital status, mental or physical disability or medical condition, sexual orientation, pregnancy, childbirth or related medical condition, or any other status protected by applicable law. Any questions regarding this Equal Employment Opportunities statement should be directed to Human Resources. You are required to apprise yourself with all the policies of the Company immediately on commencement of employment with the Company and from time to time for any amendments or additions to such policies. You agree that your execution of this agreement constitutes your agreement to be bound by all the policies of the Company as are in force on the date of commencement of your employment, including any amendments or additions thereto from time to time. You acknowledge that the breach of Company policies is likely to be regarded as gross misconduct.

#### **11. Termination**

You are required to give a minimum of **30 days'** written prior notice or payment in lieu of notice if you choose to terminate your employment. All benefits cease upon termination of employment. Your employment with the Company shall be automatically terminated upon your death or upon you reaching the age of sixty.

The Company shall be entitled at its absolute discretion to terminate your employment by giving a **30 days'** notice or by paying **30 days'** proportionate compensation in lieu of any such **30 day** notice, if you are deemed to be a confirmed employee.

The Company may terminate your employment as punitive dismissal without notice and without a payment in lieu of notice in the event that you: (a) are guilty of any act of dishonesty or serious misconduct; (b) act in a way which in the view of the Company brings you, the Company or any Group Company into disrepute; (c) are convicted of a criminal offence (other than a driving offence for which a fixed penalty notice issued); (d) have made any misrepresentation, false statements or omitted any material facts in connection with this application (e) have committed any serious breach or (after warning in writing) any repeated or continued material breach of your obligations to the Company; (f) are declared bankrupt or compound with your creditors or (g) in the event of a material breach as per clause 12.

#### **12. Event of Breach**

You shall be deemed to have committed an event of breach ("Event of Breach") if you:

- a. Neglect or fail to attend to the business of the Company or fail to comply with the directions of the Company;
- b. Engage in any other business or activity in an executive capacity without the prior written consent of the Company;
- c. Are adjudged an insolvent or apply to be adjudged an insolvent or make an arrangement pertaining to such insolvency with my creditors;
- d. Commit an act of dishonesty or fraud, which causes material harm to the business and reputation of the Company.
- e. Are convicted of a felony, or a misdemeanor or gross misdemeanor relating to an act of dishonesty or fraud against, or a misappropriation of property belonging to the Company;
- f. Engage in abuse which substantially impairs your ability to perform the duties and obligations of the employment or causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company;
- g. Personally engage in any act of moral turpitude that causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company; or
- h. Breach in any material respect the terms of this Agreement or Non-disclosure agreement or Non-Compete Agreement as per Annexure 2 and 3 to this agreement.

#### **13. Garden Leave**

You further covenant and agree that if you decide to terminate your employment with the Company, you are obligated to serve a notice period of **30 days** as per Clause 11. Your employment shall be terminated at the discretion of the Company. In addition to the foregoing (and not in limitation thereof) on sole discretion of the Company, the Company may direct you to not directly or indirectly engage in any other business or employment or provide any consultancy including but not limited to any activity that is competitive with or adverse to the Company's business for a period of two years after the date of termination of your employment.

Also, before the termination of your employment i.e., during your notice period, the Company shall be under no obligation to provide you with work during such period to terminate your employment (or any part thereof), whether such notice is given by the Company or by you. During such period the Company may: (a) require you to carry out different duties from your normal duties; (b) require you not to attend at work; (c) require you to cease carrying out your duties altogether or to cease having any business dealings with the Company's employees, consultants, suppliers, customers and prospective customers; and/or (d) exclude you from any premises of the Company or any Group Company. You will continue to receive your compensation and all contractual benefits provided by your employment. During such period your duties of good faith and loyalty will continue to apply and without limitation, you must comply with clause 14.

#### **14. Company Property**

You may not, except in the proper performance of your duties or with the Company's permission: (a) remove any property belonging to the Company or any Group Company or relating to their affairs from their premises; or (b) make any copies or summaries of any documents or data relating to the Company, any Group Company, their advertises, users or their respective affairs.

Upon the Company's direction at any time and, in any event, on the termination of your employment: (a) you will immediately deliver up to the Company all property in your possession or control which belongs to the Company or any Group Company or relates to their business affairs, and which includes any plans, keys, mobile telephone, security passes, credit cards, customer lists, price lists, equipment, documents, records, papers, computer disks, tapes, computer hardware, memory, medium or devices (together with all copies of the same); and

(b) if you have any information relating to the Company, any Group Company, their users or advertises or work you have carried out for the Company or any Group Company which is stored on a device or medium (which for the purpose of this Agreement includes any personal computer, web-server, personal digital assistant, mobile telephone, memory, disk or any other storage medium) which does not belong to the Company, this must be disclosed to the Company and the Company shall be entitled to download the information and/or supervise its deletion from the device or medium concerned. You will, at the Company's request, furnish the Company with a written statement confirming that you have complied with your obligations under this clause.

#### **15. No Dual Employment/ Second Appointment**

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the group Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such group Company.

#### **16. Miscellaneous**

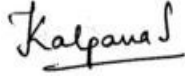
Whilst nothing in this Agreement limits your common law or statutory duties, this Agreement is the entire agreement between the parties and is in substitution for any previous contract of employment or understanding between the Company or any Group Company and you relating to your employment. You represent and warrant that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement and there are no other agreements or arrangements (whether written, oral or implied) between you and the Company or any Group Company.

Your rights under any employee benefit plans, any share option or other equity incentive plan or any similar arrangement in which you participate from time to time (the "Benefits") shall be exclusively governed by the rules of such plans. You shall have no rights under any employment agreement (or any alleged breach of it), whether on termination (whether lawfully or in breach) or otherwise, to any damages for breach of contract in respect of the loss of any Benefits or any rights (including the grant or vesting of any share options or equity incentives) that you may have received had you have continued to have been employed.

You acknowledge that this Employment Agreement with the Company respect to the subject matter hereof and supersedes all prior agreements and arrangements relating to the subject matter hereof. It may be changed, modified and amended only by an agreement in writing and signed by the Company and the parties hereto. You agree that in the event of any conflict between the terms and conditions of this Employment Agreement and any other arrangement or

agreement, including any employee stock option plan, but excluding the Subscription Agreement, the terms and conditions of this Employment Agreement shall prevail. We welcome you to the **Homevista Decor and Furnishings Private Limited** and look forward to your significant personal and professional growth during your association with us.

With best wishes,  
For Homevista Decor and Furnishings Private Limited



**Kalpana Swaminathan**  
Senior Vice President - Human Resources



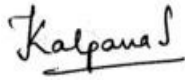
## Annexure-1

Salary Structure in Indian Rupees  
Name: Beeram Mallikarjun Reddy

Salary Computation		
Components	Per Annum	Per Month
Basic	1,40,000	11,667
HRA	70,008	5,834
Special Allowance	1,18,392	9,866
Provident Fund Employer	21,600	1,800
<b>Fixed CTC</b>	<b>3,50,000</b>	<b>29,167</b>
<b>Cost to Company</b>	<b>3,50,000</b>	<b>29,167</b>
<b>Deductions</b>		
Provident Fund Employer	21,600	1,800
Provident Fund Employee	21,600	1,800
Professional Tax	2,400	200
<b>Take Home</b>	<b>3,04,400</b>	<b>25,367</b>

Gratuity will be payable as per Payment of Gratuity Act, 1972 only at the time of completion of employment with the Company. You shall be eligible for the medical insurance as per the Company policy.

For HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED



**Kalpana Swaminathan**  
Senior Vice President - Human Resources

**EMPLOYEE NON-DISCLOSURE AGREEMENT**

This Employee Non-Disclosure Agreement, (hereinafter known as the "Agreement") is made on Jan 28, 2022 by and between:

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at 728, grace Platina, 1st – 3rd floor, CMH Road, Indiranagar, Bengaluru- 560038 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

**PARTICULARS OF THE PERSON**

1. Name: **Beeram Mallikarjun Reddy**
2. Residential Address: Hyderabad
3. Father's Name: B Veera Reddy
4. Date of Birth: 12/06/1999
5. PAN: GIEPM8435B

**Article I: Scope of Agreement**

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company (hereinafter known collectively as the "Parties"). The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Employee. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company, the Parties agree as follows:

**Article II: Confidential Information**

**A. Definitions:** Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, consultants and employees, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company's business.

**B. Period of Confidentiality:** This Agreement will be effective from the date hereof and be valid during the Employee's employment with the Company or anytime thereafter. Upon termination, the Employee will, as directed by the Company at its option, return or destroy all Confidential Information, and no Confidential Information will be stored by the Employee in any form. Within 7 (seven) days after the request of the Company, the Employee will certify in writing, that all Confidential Information has been returned or destroyed. Notwithstanding the return or destruction of Confidential Information or the termination of this Agreement, the Parties will continue to be bound by their obligations of confidentiality hereunder, for 1 (one) years from the date of the termination of employee's employment with the Company.

**C. Limitations:** Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Employee's command (affiliates, agents, consultants, representatives and other employees) are bound by and shall comply with the terms of this Agreement.

**D.Ownership:** All repositories of information containing or in any way relating to Confidential Information is considered property of the Company. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Employee shall be delivered to the Company by Employee upon termination of employment or at any other time as may be directed by the Company.

**E.Use of Confidential Information:** All Confidential Information: (a) will remain the property of the Company; (b) will be treated as confidential by the Employee, taking such action as will be necessary or desirable to preserve and protect the confidentiality of the Confidential Information; (c) will remain the intellectual property of the Company and the Employee will have no rights to the Confidential Information, except the limited right to use the Confidential Information in accordance with this Agreement; and (d) will not be disclosed to any third party other than the Employee. In the event that the Employee or any of its authorized representatives becomes legally compelled (including, without limitation, by law, or as part of a judicial or administrative proceeding (including, without limitation, by deposition, interrogatory, request for information or document, civil or criminal investigative demand or otherwise)) to disclose any of the Confidential Information, the Employee will provide the Company with immediate written notice of such requirement so that the Company may seek a protective order or other appropriate remedy or waive compliance with this clause 6. In the event the Employee becomes compelled to disclose any of the Confidential Information in the circumstances stipulated above, the Employee will only disclose such information to the extent that the Employee is advised by written opinion of its legal advisers that they are so compelled to disclose (with copies of such written opinion to be given to the Company). The Employee will exercise its reasonable efforts to ensure that, to the maximum extent possible in the circumstances, confidential treatment will be accorded to such information.

**F.Employee Obligation:** Employee, unless directed by the company, either during the tenure of his/her employment or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or to the strategies, plans, methods, process, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Group Companies.

#### **Article III: Entire Agreement**

**A.Previous Agreement:** This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof, and all prior agreements, understandings, writings, or negotiations, whether written or oral, are hereby superseded. No failure or delay by either party in exercising its rights hereunder will operate as a waiver thereof. This Agreement may not be waived or amended except by written agreement of both Parties.

**B.Modifications and Amendments:** No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

**C.Successors and Assigns:** This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Employee is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

#### **Article IV: Nature of Relationship**

**A.Non-contract:** The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.

**B.Non-partner:** The Agreement does not create a partnership or joint venture between Company and Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

#### **Article V: Severability**

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

#### **Article VI: Governing Law**

A. This Agreement shall be governed by and construed in accordance with the laws of India and, courts at BENGALURU will have the exclusive jurisdiction in respect of any matter or dispute connected with this Agreement.

B. If any dispute or claim between the Parties arises out of or in connection with this Agreement ("Dispute"), such Dispute will be referred to and finally resolved by arbitration in accordance with the provisions of the (Indian) Arbitration and

Conciliation Act, 1996 or any modifications thereof, by a sole arbitrator. The place of arbitration will be BENGALURU The language to be used in the arbitral proceedings will be English. The cost of arbitration will be equally divided between the Parties except counsel fee.

**Article VII: Immunity**

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Employee be required to disclose Confidential Information by law, the Employee shall provide Employer with prompt notice of such request.

**Article VIII: Breach of agreement**

**A.Cause for Action:** Employee understands that the use or disclosure of any Confidential Information may be cause for an action at courts of Bengaluru and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

The Employee will indemnify the Company and its subsidiaries and group companies, and its directors, officers, representatives, employees or agents against all claims, actions, damages, losses, costs (including solicitor and client costs on an indemnity basis) and expenses howsoever and whatsoever incurred by the Company and its subsidiaries, group companies, and/or its respective directors, officers, representatives, employees or agents may incur or be subjected to as a result of or in connection with any breach by the Employee or any of its authorized representatives of this Agreement.

**B.Injunctive Relief:** The Employee understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

**C.Notice of Unauthorized Use or Disclosure:** Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

**Article IX: Prevailing party**

In a dispute arising out of or in relation to this Agreement, the Company shall have the right to collect from the Employee its attorney fees, costs and necessary expenditures.

Signed and delivered for and on behalf of

**HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED**



**Name: Kalpana Swaminathan**

**Title: Senior Vice President- Human Resources**

### Annexure-3

#### NON-COMPETE AGREEMENT

This Non-Compete Agreement (herein referred as "NCA") is executed on Jan 28, 2022.

THIS AGREEMENT ENTERED INTO BETWEEN

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at AWFIS, 3rd floor, Samrah Plaza, Shanthala Nagar, Ashok Nagar, St. Marks Road, Bengaluru - 560001 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

PARTICULARS OF THE PERSON

1. Name: **Beeram Mallikarjun Reddy**
2. Residential Address: Hyderabad
3. Father's Name: B Veera Reddy
4. Date of Birth: 12/06/1999
5. PAN: GIEPM8435B

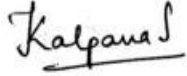
THE AGREEMENT WILL BE IN ACCORDANCE WITH THE FOLLOWING ON THE TERMS, CONDITIONS, AND COVENANTS SET FORTH IN THIS AGREEMENT

**1. Compete:**

- (a) During the Employment Period and for a period of at least two years after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) or form you own company or do business which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;
  - (b) For a period of at least two years after the termination of Employment Period, you shall not be employed directly or indirectly carry on, assist, engage in, be concerned, or participate in any of the Competitors business included but not limited to the illustrative list as mentioned in Annexure A.
2. **Solicit Business:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit, endeavour to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company;
  3. **Solicit Personnel:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become an employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.
  4. You shall not at any time make any negative or disparaging statements or comments about the Company, including the Company's business technologies, market position, employees, performance, services, and other similar information concerning the Company, either as fact or opinion.
  5. You acknowledge and agree that the compensation stated in Annexure 1 of your appointment letter is sufficient consideration for you to agree to non-compete and non-solicitation.
  6. You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of Bengaluru jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

7. You further understand and accept that any violation of the above terms by you would be treated as a breach of the terms of the Employment Contract and Entitle Homevita Decor And Furnishings Private Limited to proceed against you in law. You confirm that you have read and fully understood this Agreement and accept the terms of this Agreement and further accept that this Agreement is co-terminus with your Employment Agreement.

For HOMEVISTA DECOR AND FURNISHING PVT LTD



**Kalpana Swaminathan**  
Senior Vice President - Human Resources

## Annexure- A

### ILLUSTRATIVE LIST OF COMPETITORS

1. Pepperfry
2. Fabfurnish
3. Sleek World
4. Elenza Retail & Dealer Stores
5. LivSpace
6. Customfurnish
7. Capricoast
8. Godrej Interio
9. Home Stop
10. Home Centre
11. Urban Ladder
12. Welfurn
13. Ambadas
14. My Gubbi
15. Orange Gubbi
16. Spacewood
17. Home Town
18. Johnson Kitchens
19. Home Expert
20. Luxus
21. IKEA
22. U&Us
23. ModSpace
24. Other companies that are selling modular furniture through a retail format.

## APPOINTMENT LETTER

Date: Mar 03, 2022

Name: JAMMALAMUDI MANOJ KUMAR

Address: FALT.NO:-204 B, JANAPRIYA HEAVENS APARTMENTS,LALAPET,SECUNDERABAD, 500017,TELANGANA STATE,HYDERABAD, INDIA

Dear JAMMALAMUDI MANOJ KUMAR

Subject: Appointment letter for the role of **Measurement Executive - 1**

On behalf of HomeLane.com, we are pleased to offer you the position of **Measurement Executive - 1** at the Company. You will be working out of the Company's **Hyderabad** office. You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer.

The terms and conditions of the employment are below:

### 1.Pre-employment Condition

**a.Verification of References and other Information:** Your employment is subjected to: (a) **HomeLane.com ("the Company")** taking up such references (verbal or written) as it deems appropriate (in its absolute discretion) and the Company confirming to you that it is satisfied with such references (in its absolute discretion); and (b) the successful verification of the information you provided to the Company during your application process, as well as a general background check performed by the Company to confirm your suitability for employment. By accepting this agreement, you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release the Company from any claim or cause of action arising out of the Company's verification of such information. By signing this agreement, you hereby agree to authorize such a verification and background check, consent to the use of your personal data and sensitive personal data for these purposes and agree to sign any and all documents necessary to enable the Company to conduct this verification and background check.

b>Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application are correct and complete in all respects.

### 2.Commencement of Employment

Subject to your satisfying the pre-employment condition in clause 1 above, your employment with the Company will commence on a date that will be mutually agreed upon between you and the Company being no later than **Mar 11, 2022**. No employment with a previous employer count towards your period of continuous employment with the Company.

The first six calendar months of your employment shall be a probationary period during which your performance and suitability for continued employment will be monitored. The Company may terminate your employment with no advance notice of termination, and with no compensation in lieu of notice. The Company may extend your probationary period for up to a further six calendar months at its absolute discretion. If no confirmation appraisal is done at the end of the first six calendar months, you are deemed to be a confirmed employee of the organization.

### 3.Compensation

Your annual total compensation on a cost-to-Company basis will be **INR 4,00,000** per year as fully described in Annexure-1, subject to deductions for income tax and other statutory deductions required by applicable law.

Relocation policy & Notice pay reimbursement is / are being paid out to you as per your eligibility. It will be paid out along with your salary on submission of bills only. In the event that you resign or your employment with the Company terminates for any reason prior to completion of eighteen months from your start date, you will immediately repay the entire amount to the Company.

### 4.Employee Benefits

The Company will provide you with the opportunity to participate in the standard benefits plans currently available to other similarly situated employees of the Company subject to any eligibility requirements imposed by such plans or the Company and strictly subject to the terms of those plans (in each case as may be varied by the Company or the plan providers from time to time). Your participation is: (a) on the basis that the Company may terminate your employment



even if to do so would result in an actual or prospective loss of entitlement to benefits under any benefit plan; (b) subject to the Company being able to obtain cover or to obtain cover on terms and at a premium which the Company considers reasonable; and (c) subject to the Company being able to change the provider of each benefit and/or the level of cover provided and/or amend the plan in any other way and/or terminate the benefit of any benefit plan(s) on reasonable notice to you.

#### **5. Confidentiality**

Your employment with the Company is conditional to and abiding by the signing of the enclosed “Confidentiality Agreement” in Annexure-2 of this agreement, prior to or on your Date of Commencement. If for any reason you fail to execute the Confidentiality Agreement, you agree that your execution of this agreement constitutes your agreement to be bound by the Confidentiality Agreement.

#### **6. Data Protection and Monitoring**

You consent to the Company to hold and possess information about you (for legal, personnel, administrative and management purposes). This may include (a) your health records and any medical reports (in order to monitor sick leave, make decisions about sick pay, to administer benefits and take decisions as to your fitness to work and the need for adjustments in the workplace); and (b) information required to carry out performance evaluations, disciplinary and grievance hearings and internal investigations (including reports, which may be submitted anonymously, made through any whistle-blowing procedure).

The Company may make such information available to each Group Company, those who provide products or services to the Company and their affiliates (such as advisers and payroll administrators), superannuation fund administrators, regulatory authorities, potential or future employers, governmental or quasi-governmental organizations and potential purchasers of the Company or the business in which you work.

#### **7. Performance of Duties assigned**

You shall perform all the tasks and duties assigned by the company. You shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. The Company reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

You shall not favour any vendor or supplier or any third party due to your personal association with such third party or any other reason which are not subjected to your performance of duties.

Your actions should be based on sound business rationale and shall be in respect of making any personal gains or any other private interest, failure of such the Company retains the right to terminate your employment immediately in the reason of dishonesty, fraud and conflict of interest.

#### **8. Intellectual Property Rights**

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

#### **9. No Conflicting Obligations**

You understand and agree that by accepting this offer of employment, you represent to the Company that your performance will not breach any other agreement to which you are a party and that you have not, and will not during the term of your employment with the Company, enter into any oral or written agreement in conflict with any of the provisions of this agreement or the Company's policies.

You are not to bring with you to the Company, or use or disclose to any person associated with the Company, any confidential or proprietary information belonging to any former employer or other person or entity with respect to which you owe an obligation of confidentiality under any agreement or otherwise. The Company does not need and will not use such information and we will assist you in any way possible to preserve and protect the confidentiality of proprietary

information belonging to third parties. Also, we expect you to abide by any obligations to refrain from soliciting any person employed by or otherwise associated with any former employer and suggest that you refrain from having any contact with such persons until such time as any non-solicitation obligation expires.

#### **10. Adherence to Company's Human Resource Policies**

As an employee, you shall adhere to the Company's standards of professionalism, loyalty, integrity, honesty, reliability and respect for all. Please note that the Company is an equal opportunity employer. The Company does not permit, and will not tolerate, the unlawful discrimination or harassment of any employees, consultants, or related third parties whether on the basis of sex, race, color, religion, age, national origin or ancestry, marital status, mental or physical disability or medical condition, sexual orientation, pregnancy, childbirth or related medical condition, or any other status protected by applicable law. Any questions regarding this Equal Employment Opportunities statement should be directed to Human Resources. You are required to apprise yourself with all the policies of the Company immediately on commencement of employment with the Company and from time to time for any amendments or additions to such policies. You agree that your execution of this agreement constitutes your agreement to be bound by all the policies of the Company as are in force on the date of commencement of your employment, including any amendments or additions thereto from time to time. You acknowledge that the breach of Company policies is likely to be regarded as gross misconduct.

#### **11. Termination**

You are required to give a minimum of **30 days'** written prior notice or payment in lieu of notice if you choose to terminate your employment. All benefits cease upon termination of employment. Your employment with the Company shall be automatically terminated upon your death or upon you reaching the age of sixty.

The Company shall be entitled at its absolute discretion to terminate your employment by giving a **30 days'** notice or by paying **30 days'** proportionate compensation in lieu of any such **30 day** notice, if you are deemed to be a confirmed employee.

The Company may terminate your employment as punitive dismissal without notice and without a payment in lieu of notice in the event that you: (a) are guilty of any act of dishonesty or serious misconduct; (b) act in a way which in the view of the Company brings you, the Company or any Group Company into disrepute; (c) are convicted of a criminal offence (other than a driving offence for which a fixed penalty notice issued); (d) have made any misrepresentation, false statements or omitted any material facts in connection with this application (e) have committed any serious breach or (after warning in writing) any repeated or continued material breach of your obligations to the Company; (f) are declared bankrupt or compound with your creditors or (g) in the event of a material breach as per clause 12.

#### **12. Event of Breach**

You shall be deemed to have committed an event of breach ("Event of Breach") if you:

- a. Neglect or fail to attend to the business of the Company or fail to comply with the directions of the Company;
- b. Engage in any other business or activity in an executive capacity without the prior written consent of the Company;
- c. Are adjudged an insolvent or apply to be adjudged an insolvent or make an arrangement pertaining to such insolvency with my creditors;
- d. Commit an act of dishonesty or fraud, which causes material harm to the business and reputation of the Company.
- e. Are convicted of a felony, or a misdemeanor or gross misdemeanor relating to an act of dishonesty or fraud against, or a misappropriation of property belonging to the Company;
- f. Engage in abuse which substantially impairs your ability to perform the duties and obligations of the employment or causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company;
- g. Personally engage in any act of moral turpitude that causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company; or
- h. Breach in any material respect the terms of this Agreement or Non-disclosure agreement or Non-Compete Agreement as per Annexure 2 and 3 to this agreement.

#### **13. Garden Leave**

You further covenant and agree that if you decide to terminate your employment with the Company, you are obligated to serve a notice period of **30 days** as per Clause 11. Your employment shall be terminated at the discretion of the Company. In addition to the foregoing (and not in limitation thereof) on sole discretion of the Company, the Company may direct you to not directly or indirectly engage in any other business or employment or provide any consultancy including but not

limited to any activity that is competitive with or adverse to the Company's business for a period of two years after the date of termination of your employment.

Also, before the termination of your employment i.e., during your notice period, the Company shall be under no obligation to provide you with work during such period to terminate your employment (or any part thereof), whether such notice is given by the Company or by you. During such period the Company may: (a) require you to carry out different duties from your normal duties; (b) require you not to attend at work; (c) require you to cease carrying out your duties altogether or to cease having any business dealings with the Company's employees, consultants, suppliers, customers and prospective customers; and/or (d) exclude you from any premises of the Company or any Group Company. You will continue to receive your compensation and all contractual benefits provided by your employment. During such period your duties of good faith and loyalty will continue to apply and without limitation, you must comply with clause 14.

#### **14. Company Property**

You may not, except in the proper performance of your duties or with the Company's permission: (a) remove any property belonging to the Company or any Group Company or relating to their affairs from their premises; or (b) make any copies or summaries of any documents or data relating to the Company, any Group Company, their advertises, users or their respective affairs.

Upon the Company's direction at any time and, in any event, on the termination of your employment: (a) you will immediately deliver up to the Company all property in your possession or control which belongs to the Company or any Group Company or relates to their business affairs, and which includes any plans, keys, mobile telephone, security passes, credit cards, customer lists, price lists, equipment, documents, records, papers, computer disks, tapes, computer hardware, memory, medium or devices (together with all copies of the same); and

(b) if you have any information relating to the Company, any Group Company, their users or advertises or work you have carried out for the Company or any Group Company which is stored on a device or medium (which for the purpose of this Agreement includes any personal computer, web-server, personal digital assistant, mobile telephone, memory, disk or any other storage medium) which does not belong to the Company, this must be disclosed to the Company and the Company shall be entitled to download the information and/or supervise its deletion from the device or medium concerned. You will, at the Company's request, furnish the Company with a written statement confirming that you have complied with your obligations under this clause.

#### **15. No Dual Employment/ Second Appointment**

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the group Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such group Company.

#### **16. Miscellaneous**

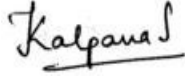
Whilst nothing in this Agreement limits your common law or statutory duties, this Agreement is the entire agreement between the parties and is in substitution for any previous contract of employment or understanding between the Company or any Group Company and you relating to your employment. You represent and warrant that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement and there are no other agreements or arrangements (whether written, oral or implied) between you and the Company or any Group Company.

Your rights under any employee benefit plans, any share option or other equity incentive plan or any similar arrangement in which you participate from time to time (the "Benefits") shall be exclusively governed by the rules of such plans. You shall have no rights under any employment agreement (or any alleged breach of it), whether on termination (whether lawfully or in breach) or otherwise, to any damages for breach of contract in respect of the loss of any Benefits or any rights (including the grant or vesting of any share options or equity incentives) that you may have received had you have continued to have been employed.

You acknowledge that this Employment Agreement with the Company respect to the subject matter hereof and supersedes all prior agreements and arrangements relating to the subject matter hereof. It may be changed, modified and amended only by an agreement in writing and signed by the Company and the parties hereto. You agree that in the event of any conflict between the terms and conditions of this Employment Agreement and any other arrangement or

agreement, including any employee stock option plan, but excluding the Subscription Agreement, the terms and conditions of this Employment Agreement shall prevail. We welcome you to the **Homevista Decor and Furnishings Private Limited** and look forward to your significant personal and professional growth during your association with us.

With best wishes,  
For Homevista Decor and Furnishings Private Limited



**Kalpana Swaminathan**  
Senior Vice President - Human Resources

## Annexure-1

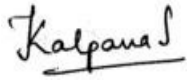
## Salary Structure in Indian Rupees

Name: JAMMALAMUDI MANOJ KUMAR

Salary Computation		
Components	Per Annum	Per Month
Basic	1,60,000	13,333
HRA	80,004	6,667
Special Allowance	1,38,396	11,533
Provident Fund Employer	21,600	1,800
<b>Fixed CTC</b>	<b>4,00,000</b>	<b>33,333</b>
<b>Cost to Company</b>	<b>4,00,000</b>	<b>33,333</b>
<b>Deductions</b>		
Provident Fund Employer	21,600	1,800
Provident Fund Employee	21,600	1,800
Professional Tax	2,400	200
<b>Take Home</b>	<b>3,54,400</b>	<b>29,533</b>

Gratuity will be payable as per Payment of Gratuity Act, 1972 only at the time of completion of employment with the Company. You shall be eligible for the medical insurance as per the Company policy.

For HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED



**Kalpana Swaminathan**  
Senior Vice President - Human Resources

**EMPLOYEE NON-DISCLOSURE AGREEMENT**

This Employee Non-Disclosure Agreement, (hereinafter known as the "Agreement") is made on Mar 11, 2022 by and between:

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at 728, grace Platina, 1st – 3rd floor, CMH Road, Indiranagar, Bengaluru- 560038 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

**PARTICULARS OF THE PERSON**

1. Name: **JAMMALAMUDI MANOJ KUMAR**

2. Residential Address: FALT.NO:-204 B, JANAPRIYA HEAVENS APARTMENTS,LALAPET,SECUNDERABAD, 500017,TELANGANA STATE,HYDERABAD, INDIA

3. Father's Name: LATE J ABRAHAM

4. Date of Birth: 31/01/1999

5. PAN: GDTPM5833D

**Article I: Scope of Agreement**

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company (hereinafter known collectively as the "Parties"). The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Employee. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company, the Parties agree as follows:

**Article II: Confidential Information**

**A.Definitions:** Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, consultants and employees, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company's business.

**B.Period of Confidentiality:** This Agreement will be effective from the date hereof and be valid during the Employee's employment with the Company or anytime thereafter. Upon termination, the Employee will, as directed by the Company at its option, return or destroy all Confidential Information, and no Confidential Information will be stored by the Employee in any form. Within 7 (seven) days after the request of the Company, the Employee will certify in writing, that all Confidential Information has been returned or destroyed. Notwithstanding the return or destruction of Confidential Information or the termination of this Agreement, the Parties will continue to be bound by their obligations of confidentiality hereunder, for 1 (one) years from the date of the termination of employee's employment with the Company.

**C.Limitations:** Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Employee's command (affiliates, agents, consultants, representatives and other employees) are bound by and shall comply with the terms of this Agreement.

**D.Ownership:** All repositories of information containing or in any way relating to Confidential Information is considered property of the Company. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Employee shall be delivered to the Company by Employee upon termination of employment or at any other time as may be directed by the Company.

**E.Use of Confidential Information:** All Confidential Information: (a) will remain the property of the Company; (b) will be treated as confidential by the Employee, taking such action as will be necessary or desirable to preserve and protect the confidentiality of the Confidential Information; (c) will remain the intellectual property of the Company and the Employee will have no rights to the Confidential Information, except the limited right to use the Confidential Information in accordance with this Agreement; and (d) will not be disclosed to any third party other than the Employee. In the event that the Employee or any of its authorized representatives becomes legally compelled (including, without limitation, by law, or as part of a judicial or administrative proceeding (including, without limitation, by deposition, interrogatory, request for information or document, civil or criminal investigative demand or otherwise)) to disclose any of the Confidential Information, the Employee will provide the Company with immediate written notice of such requirement so that the Company may seek a protective order or other appropriate remedy or waive compliance with this clause 6. In the event the Employee becomes compelled to disclose any of the Confidential Information in the circumstances stipulated above, the Employee will only disclose such information to the extent that the Employee is advised by written opinion of its legal advisers that they are so compelled to disclose (with copies of such written opinion to be given to the Company). The Employee will exercise its reasonable efforts to ensure that, to the maximum extent possible in the circumstances, confidential treatment will be accorded to such information.

**F.Employee Obligation:** Employee, unless directed by the company, either during the tenure of his/her employment or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or to the strategies, plans, methods, process, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Group Companies.

#### **Article III: Entire Agreement**

**A.Previous Agreement:** This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof, and all prior agreements, understandings, writings, or negotiations, whether written or oral, are hereby superseded. No failure or delay by either party in exercising its rights hereunder will operate as a waiver thereof. This Agreement may not be waived or amended except by written agreement of both Parties.

**B.Modifications and Amendments:** No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

**C.Successors and Assigns:** This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Employee is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

#### **Article IV: Nature of Relationship**

**A.Non-contract:** The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.

**B.Non-partner:** The Agreement does not create a partnership or joint venture between Company and Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

#### **Article V: Severability**

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

#### **Article VI: Governing Law**

A. This Agreement shall be governed by and construed in accordance with the laws of India and, courts at BENGALURU will have the exclusive jurisdiction in respect of any matter or dispute connected with this Agreement.

B. If any dispute or claim between the Parties arises out of or in connection with this Agreement ("Dispute"), such Dispute will be referred to and finally resolved by arbitration in accordance with the provisions of the (Indian) Arbitration and

Conciliation Act, 1996 or any modifications thereof, by a sole arbitrator. The place of arbitration will be BENGALURU The language to be used in the arbitral proceedings will be English. The cost of arbitration will be equally divided between the Parties except counsel fee.

**Article VII: Immunity**

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Employee be required to disclose Confidential Information by law, the Employee shall provide Employer with prompt notice of such request.

**Article VIII: Breach of agreement**

**A.Cause for Action:** Employee understands that the use or disclosure of any Confidential Information may be cause for an action at courts of Bengaluru and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

The Employee will indemnify the Company and its subsidiaries and group companies, and its directors, officers, representatives, employees or agents against all claims, actions, damages, losses, costs (including solicitor and client costs on an indemnity basis) and expenses howsoever and whatsoever incurred by the Company and its subsidiaries, group companies, and/or its respective directors, officers, representatives, employees or agents may incur or be subjected to as a result of or in connection with any breach by the Employee or any of its authorized representatives of this Agreement.

**B.Injunctive Relief:** The Employee understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

**C.Notice of Unauthorized Use or Disclosure:** Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

**Article IX: Prevailing party**

In a dispute arising out of or in relation to this Agreement, the Company shall have the right to collect from the Employee its attorney fees, costs and necessary expenditures.

Signed and delivered for and on behalf of

**HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED**



**Name: Kalpana Swaminathan**

**Title: Senior Vice President- Human Resources**



### Annexure-3

#### NON-COMPETE AGREEMENT

This Non-Compete Agreement (herein referred as "NCA") is executed on Mar 11, 2022.

THIS AGREEMENT ENTERED INTO BETWEEN

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at AWFIS, 3rd floor, Samrah Plaza, Shanthala Nagar, Ashok Nagar, St. Marks Road, Bengaluru - 560001 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

PARTICULARS OF THE PERSON

1. Name: **JAMMALAMUDI MANOJ KUMAR**

2. Residential Address: FALT.NO:-204 B, JANAPRIYA HEAVENS APARTMENTS,LALAPET,SECUNDERABAD, 500017,TELANGANA STATE,HYDERABAD, INDIA

3. Father's Name: LATE J ABRAHAM

4. Date of Birth: 31/01/1999

5. PAN: GDTPM5833D

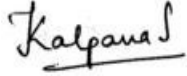
THE AGREEMENT WILL BE IN ACCORDANCE WITH THE FOLLOWING ON THE TERMS, CONDITIONS, AND COVENANTS SET FORTH IN THIS AGREEMENT

#### 1. Compete:

- (a) During the Employment Period and for a period of at least two years after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) or form you own company or do business which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;
  - (b) For a period of at least two years after the termination of Employment Period, you shall not be employed directly or indirectly carry on, assist, engage in, be concerned, or participate in any of the Competitors business included but not limited to the illustrative list as mentioned in Annexure A.
2. **Solicit Business:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit, endeavour to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company;
  3. **Solicit Personnel:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become an employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.
  4. You shall not at any time make any negative or disparaging statements or comments about the Company, including the Company's business technologies, market position, employees, performance, services, and other similar information concerning the Company, either as fact or opinion.
  5. You acknowledge and agree that the compensation stated in Annexure 1 of your appointment letter is sufficient consideration for you to agree to non-compete and non-solicitation.
  6. You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of Bengaluru jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

7. You further understand and accept that any violation of the above terms by you would be treated as a breach of the terms of the Employment Contract and Entitle Homevista Decor And Furnishings Private Limited to proceed against you in law. You confirm that you have read and fully understood this Agreement and accept the terms of this Agreement and further accept that this Agreement is co-terminus with your Employment Agreement.

For HOMEVISTA DECOR AND FURNISHING PVT LTD



**Kalpana Swaminathan**  
Senior Vice President - Human Resources

## Annexure- A

### ILLUSTRATIVE LIST OF COMPETITORS

1. Pepperfry
2. Fabfurnish
3. Sleek World
4. Elenza Retail & Dealer Stores
5. LivSpace
6. Customfurnish
7. Capricoast
8. Godrej Interio
9. Home Stop
10. Home Centre
11. Urban Ladder
12. Welfurn
13. Ambadas
14. My Gubbi
15. Orange Gubbi
16. Spacewood
17. Home Town
18. Johnson Kitchens
19. Home Expert
20. Luxus
21. IKEA
22. U&Us
23. ModSpace
24. Other companies that are selling modular furniture through a retail format.

HRD/3T/1000794817/20-21

January 8, 2021

Mr. Gokulapadu Azmathulla  
H.No:11-2-114-3,  
Kurnool,  
Kurnool-518002  
India

Ph: +91-8919731091

Dear Gokulapadu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.01.08 16:17:10 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

HRD/1000794817/20-21

January 8, 2021

Mr. Gokulapadu Azmathulla  
H.No:11-2-114-3,  
Kurnool,  
Kurnool-518002  
India

Ph: +91-8919731091

Dear Gokulapadu,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **08-Feb-2021**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. 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.



**ANNEXURE - I**  
**(Compensation during the Training)**

<b>COMPENSATION DETAILS</b> <b>(All figures in INR per month)</b>	
NAME	<b>Mr. Gokulapadu Azmathulla</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<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>

<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)	150

<b>3. RETIRAL BENEFITS</b>	
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>

<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 (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 Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Gokulapadu Azmathulla</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<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>

<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)	150

<b>3. RETIRAL BENEFITS</b>	
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>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
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>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	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

Candidate ID: 5326607 /1104605,

Date of Joining: 01/04/2022,

Joining Location: Pune,

Designation: Analyst,

**Dear K Revanth Kumar Reddy,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Pune office, for joining formalities as per the address mentioned below:

**Address**

Ground to 14th Floor of Development Block 1, Plot No 14,  
Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>4. i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

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.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 5326607 /1104605,

01/02/2022,

K Revanth Kumar Reddy  
B/B 352, B Camp, near Silver Jubli College Kurnool -518002,,  
Kurnool ,Andhra Pradesh,  
India

**Confidential**

**Dear K Revanth Kumar Reddy,**

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 **01/04/2022** (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 location **Pune**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 ( Rupees Three Lakh and Two only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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



K Revanth Kumar Reddy,

Analyst

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs.0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00
<b>Total Cost to Company</b>		<b>Rs.300,002.00</b>

# 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.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
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.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
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 (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. 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 following optional components under 'Other Allowance & Reimbursements - 2' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

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.

E.) 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.

F.) Probationary Period:

1. You will be on probation for 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.

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

H.) 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);
  - 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 degree marks sheet and/or certificate, 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 31-January-2022, 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 the mandatory Entry Level Certification Training Test of the Company in the first attempt. 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 will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In 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.

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.

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

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

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**



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

**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: K Revanth Kumar Reddy

Date: 01/02/2022

## 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 anytime 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 anytime 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 person 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 Capgemini'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 its 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 alongwith 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, Capgemini 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 Capgemini'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: